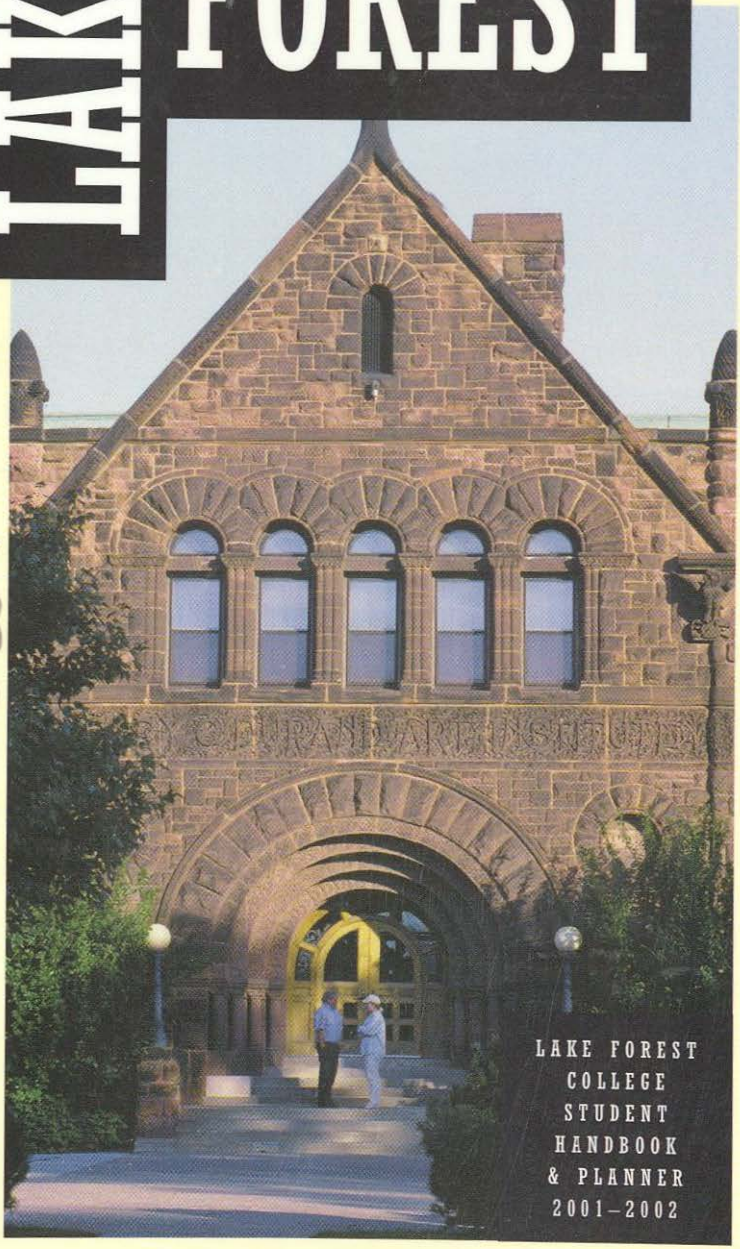
REFERENCE DESK

DO NOT STEAL ME!

LAKE FOREST



LAKE FOREST
COLLEGE
STUDENT
HANDBOOK
& PLANNER
2001–2002

HOURS

BOOKSTORE

Monday	8:00 a.m. - 5:30 p.m.
Tues. - Thurs.	8:00 a.m. - 5:30 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	11:00 a.m. - 3:00 p.m.

CAFETERIA

Mon.- Fri.	
Breakfast	7:30 a.m. - 9:00 a.m.
Cont. Breakfast	9:00 a.m. - 10:00 a.m.
Lunch	11:00 a.m.- 1:30 p.m.
Dinner	4:45p.m.- 7:00 p.m.
Saturday	
Breakfast	9:00 a.m. - 10:00 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Sunday	
Cont.Breakfast	9:00 a.m. - 11:30 a.m.
Brunch	11:30 a.m. - 2:00 p.m.
Dinner	4:45 p.m. - 6:00 p.m.

OUTTA HERE

Mon. - Thurs.	7:30 a.m. - 7:30 p.m.
Friday	7:30 p.m. - 4:00 p.m.

CASHIER

Mon. - Fri.	8:30 a.m. - noon
	12:30 p.m. - 4:30 p.m.

(no cash transactions after 3:30 p.m.)

COFFEEHOUSE

Mon. - Thurs.	8:30 a.m. - 11:00 p.m.
Friday	8:30 a.m. - 4:00 p.m.
Sunday	7:00p.m. - 11:00 p.m.

COMPUTER LABS

Johnson	24 hours
Nollen	24 hours
Donnelly	hours posted

DONNELLEY LIBRARY

Mon. - Thurs.	7:30 a.m. - midnight
Friday	7:30 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	noon - midnight

FREEMAN SCIENCE LIBRARY

(Hours may vary based on staff availability.)

Mon. - Thurs.	10:00 a.m. - 5:00 p.m.
	6:00 p.m. - 10:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Sunday	11:30 a.m. - midnight

HEALTH CENTER

Mon. - Fri.	8:30 a.m. - 12:30 p.m.
	1:00 p.m. - 4:30 p.m.

PRINTING SERVICES

Monday - Friday	8:30 a.m.- 5:00 p.m.

SPORTS CENTER

Mon. - Fri.	7:00 a.m. - 10:00 p.m.
Saturday	12:00 p.m. - 8:00 p.m.
Sunday	12:00 p.m. - 8:00 p.m.

REGULAR BUSINESS HOURS

(most campus offices)
Monday - Friday
8:30 a.m.- 12:00 p.m.
1:00 p.m. - 5:00 p.m.

Lake Forest College
555 North Sheridan Road
Lake Forest, IL 60045-2399
847.234.3100 (off campus) or 0 (on campus)

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LAKE FOREST COLLEGE

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STUDENT HANDBOOK 2001 • 2002

1857

LAKE FOREST
COLLEGE

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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A MESSAGE FROM THE DEAN

On behalf of Lake Forest College, I would like to welcome new and returning students to our College community. The Dean of the College Office is committed to assisting you in your academic, social, and personal development. We are here to serve as a source of support, advice, and information while you pursue your academic and career goals. We hope you will take advantage of our programs and services and we look forward to working with you. We want your college experience to be enjoyable and rewarding. We will always be available for your questions or concerns and invite you to visit us often!

It is a pleasure to present you with this *2001-2002 Student Handbook and Academic Planner.* This publication contains our College's rules and regulations, orientation schedules, information on academic support programs and services, successful student strategies, student academic planner, campus and off-campus resources, campus-wide events, and tips for planning ahead. Daily use of this book will enable you to become better organized and manage your time more effectively.

I also would like to take this opportunity to thank the individuals who made this project possible. Daniel López, Associate Dean of the College and Director of Intercultural Relations for his vision and leadership with this project; Gregory Larnell '04 and Jermeitrik Christian '03 for their research and editing contributions; and Kim Minichiello for her tireless community outreach. I would also like to thank our local sponsors for their support. We hope you find this book informative and useful. We encourage our Lake Forest College community to send us recommendations and suggestions for future publications. Once again, welcome to Lake Forest College. We look forward to meeting each of you personally during the year.

Sincerely,

Elizabeth W. Fischer
Dean of the College

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LAKE FOREST COLLEGE CALENDAR 2001-2002

FALL SEMESTER 2001

Wednesday	August	29	Registration
Thursday	August	30	First day of classes
Monday	September	3	Labor Day (classes held)
Wednesday	September	12	Last day for permissible change of registration, last day to register for credit/D/fail option
Wednesday	October	10	Warning grade reports due
Sat–Tue	October	20–23	Mid-semester break
Friday	November	2	Last day for approved withdrawal from a course with an automatic "W"
Thur–Sun	November	22–25	Thanksgiving break
Tuesday	December	11	Last day of classes
Wed–Thur	December	12–13	Reading days
Fri–Sat	December	14–15	Final exams
Sunday	December	16	Reading day
Mon–Wed	December	17–19	Final exams
Thursday	December	20–	
Sunday	January	13	Winter break*

SPRING SEMESTER 2002

Monday	January	14	Registration
Tuesday	January	15	First day of classes
Monday	January	28	Last day for permissible change of registration, last day to register for credit/D/fail option
Monday	February	25	Warning grade reports due
Sat–Sun	March	9–17	Mid-semester break**
Monday	March	25	Last day for approved withdrawal from a course with an automatic "W"
Tuesday	April	9	Student Symposium
Tuesday	April	30	Last day of classes
Wed–Thur	May	1–2	Reading days
Fri–Sat	May	3–4	Final exams
Sunday	May	5	Reading day
Mon–Wed	May	6–8	Final exams
Saturday	May	11	Commencement

*Residence halls and food services closed

**Residence halls open/food services closed

LAKE FOREST COLLEGE MISSION

Lake Forest College affirms that education ennobles the individual.

Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement.

Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago.

Lake Forest College celebrates the personal growth that accompanies the quest for excellence.

RESPECT AND RESPONSIBILITY STATEMENT

We, at Lake Forest College, seek to sustain a creative, diverse, supportive academic community—one that provides a safe living and learning environment for growth and development and a home for many. We take responsibility for respecting the rights of others at all times, contributing positively to the community, and communicating effectively. To achieve these goals and to maintain a tradition of excellence, we commit ourselves to the following ideals:

Each member of the Lake Forest College Community shows respect and responsibility for

- individuality and diversity
- her or his own role in this
- community and the role of others
- the right to personal privacy
- the aspirations of all
- his or her own well-being and the welfare of others
- public and private property
- guests and visitors

Each member of the Lake Forest College Community is responsible for

- honoring her or his commitments
- acting with personal integrity
- striving to develop intellectually
- upholding the highest standards of academic honesty
- maintaining confidentiality when appropriate
- ensuring that guests and visitors abide by community standards
- conducting open and civil debate

By thinking about and following the spirit of this statement, we create a stronger, more unified academic community of learning at Lake Forest College.

This statement was written by the students, faculty, staff, and alumni; and it is endorsed by the College Life Committee and College Council.

NEW STUDENT ORIENTATION

CONNECTING COMMUNITIES: LAKE FOREST AND BEYOND

FIRST CONNECTION–INTERCULTURAL PRE-ORIENTATION

First Connection is a pre-orientation program held in advance of Lake Forest College's regular New Student Orientation. This three-day introduction to the Lake Forest College community, Lake County, the Midwest, and the United States. The program is available to the traditional underrepresented student populations and any students with intercultural interests.

AUGUST 22-24, 2001 SCHEDULE

Wednesday, August 22

1 p.m.–5 p.m. **Check-in, Key Distribution, and Move-In**
Intercultural Relations - Young Hall 222–Middle Campus
Welcome! Your student mentors are on hand to help you move in and answer any questions you might have. Pick-up your orientation programs information.

5:30 p.m. **Informational Meeting**
Cleveland Young–North Campus
Take a break from moving and stop by for a light dinner. Make your own sundae, relax and watch a movie or two.

7 p.m. **Trip to the Vernon Hills Shopping Area**
Cleveland Young–North Campus
Did you forget to bring something? Then, do not worry; join us for a trip to Target to pick-up those forgotten items.

Thursday, August 23

8 a.m.–9 a.m. **Continental Breakfast**
Young Hall 222- Middle Campus

9 a.m.–11 a.m. **Campus Tour & Introduction to Student Services**
Young Hall 222
Come learn where all the student services offices are located, what they can do for you, and who's who around campus.

11–11:10 am **Dean's Welcome**
Young Hall 207- Middle Campus
Come get an official welcome from Dean Fischer and Dean López and other Intercultural Relations staff members.

11:10–12 pm **Classroom 101: Expectations & Transitions**
Young Hall 207- Middle Campus
Nervous about your first class at Lake Forest College? Attend your first Lake Forest College Classroom experience. At this session you will find out about class- room experience. At this session you will find out about classroom etiquette, advisor/student relationship, student rights, faculty and college expectations, and study tips.

12 a.m.- 1 pm **Breakout Session & Lunch**
Young Hall 222- Middle Campus
Enjoy your lunch while your student mentors give you the "inside" scoop on how to be successful at Lake Forest College.

1 p.m - 2 p.m. **Bank Trip**
Outside Young Hall- Middle Campus
Do you need to open a local bank account? Then bring your money and paperwork to Young Hall and ride with us to the bank of your choice.

2 p.m.- 5 p.m. **Tour of Lake County**
Outside Young Hall, Middle Campus
Learn about what Lake County has to offer including historic and recreational sites, shopping malls, movie theatres, retail stores, and other favorite hangout places.

5 p.m.–6 p.m. **Barbeque Dinner**
Cleveland Young- North Campus

6 p.m.–12 a.m. **Bowling with the OLs, TOLs and RAs**
Blackstone and Harlan Gates
Join us for Cosmic Bowling and lots of fun.

Friday, August 24

8 a.m.–9 a.m. **Continental Breakfast**
Young Hall 222

9 a.m.–10 a.m. **College Success Skills**
Young Hall 207–Middle Campus
Making good grades and having good times is possible for you! A win-win attitude, simple time management skills, study and note taking skills, and stress management techniques can help you to become a successful and happy student.

10–11 a.m. **Intercultural Student Panel**
Young Hall 207–Middle Campus
Listen to intercultural students as they share their experiences of being members of a minority group on the College campus and in the local community.

11–12 p.m. **Get Wired: Technology Resources**
Donnelley Library, Room 50–Middle Campus
This session will help you learn how to get the most out of the Library as well as learn how to use your College's e-mail system, the World Wide Web, and intranet services via Forester Pipeline.

Noon–12 a.m. **Tour of Chicago Ethnic Neighborhoods**
Outside Young Hall–Middle Campus
Join us as we explore Chicago–the windy city's rich ethnic neighborhoods. We will stop at various places to sightsee, shop, eat, and listen to live music. Bring spending money ($20-$25).

NEW STUDENT ORIENTATION

CONNECTING COMMUNITIES: LAKE FOREST AND BEYOND

AUGUST 25-SEPTEMBER 2, 2001

MANDATORY PROGRAM FOR ALL NEW STUDENTS

The New Student Orientation program is designed to assist you and your family in your successful transition and integration to Lake Forest College and its surrounding communities. This mandatory program will introduce you to faculty, staff, and peers; provide you with academic and co-curricular opportunities; inform you about the campus history and traditions, as well as the College' policies and procedures; locate student support services and resources; develop realistic academic personal goals; and assist in the advisement and registration process.

Saturday, August 25

9 a.m.–3 p.m. **Move into Residence Halls**
Welcome! Orientation staff and Residence Hall staff members are on hand to help you move in and answer any questions you might have.

9 a.m.–3 p.m. **Welcome Center/Check-in**
Patterson Lodge
Before moving-in, stop by the Welcome Center to pick-up your orientation program information.

9 a.m.–4 p.m. **Student ID Cards**
Security & Public Safety - Commons
Come and smile for your new permanent College ID which will be required to attend ALL college functions. Please bring your temporary ID and another form of identification.

4–5 p.m. **Campus Tours**
Patterson Lodge
Need help getting acquainted with campus? Join us for a campus tour.

6–7 p.m. **President's Welcome/Dinner**
Tent–Middle Campus
President Schutt invites you and your family for dinner in the company of students, faculty, and staff.

7–9 p.m. **Community Expectations**
Tent- Middle Campus
Learn how to be a part of your new community. This session will inform you about the College's policies and procedures, academic expectations, campus safety, diversity, and your personal responsibilities.

9–10 p.m. **Mandatory Residence Hall Meeting**
Residence Halls
It is your first night on campus; you're sure to have lots of questions. Meet your Residence Hall staff and let them answer all your questions.

10 p.m.–12 a.m. **PJ Party**
Nollen & Deerpath Residence Halls
Put your jammies on and spend your first night meeting other new students while listening to music and eating ice cream.

Sunday, August 26

8–9 a.m. **Breakfast**
Cafeteria–Commons
Must bring your Student ID

8 a.m.–5 p.m. **Student ID Cards**
Security & Public Safety - Commons

9–10:30 a.m. **Dean's Welcome**
Tent - Middle Campus
Dean Fischer and Dean Galovich invite you and your family to explore the College's history and traditions guided by the authors of *30 Miles North* Professors Franz Shulze, Rosemary Cowler, and Arthur Miller.

10:30–11:30 a.m. **Making College Count**
Tent - Middle Campus
Acquire the tools necessary to aid you in making a smooth transition to College and beyond.

11:30 a.m–1 p.m **Sunday Brunch**
Cafeteria- Commons

1–3 p.m. **Freshman Studies Learning for Life Session**
See p. __ for locations
This is your first opportunity to meet your Freshman Studies Professor/Advisor. Toward the end of the class, your Orientation Leaders administer the College Student Survey and answer any questions you may have.

1–2:30 p.m. **Transfer Student Session**
Durand Lounge - Commons
This session, led by Kris Sundberg, is designed to acclimate you to the Lake Forest College community. You will have the opportunity to meet new and returning transfer students and other staff.

1–2 p.m. **President's Welcome for Families**
Lily Reid Holt Memorial Chapel
You are invited to an official welcome from the President of the College. You will also have an opportunity to meet the President's staff. Dress is casual.

2–3:30 p.m. **President's Reception for Families and Advisors**
Deerpath Hall, Great Room
Families will have the opportunity to meet their student's advisor and to be personally greeted by the President, Dean of Faculty and the Dean of the College. Additional staff will be on hand to answer any questions you may have. Dress is casual.

3:30–4:30 p.m. **Coaches' Corner**
Sports Center Lobby–South Campus
Come to this informal gathering where the Lake Forest College Athletic Staff will be available to meet with you and your family. Stop in to introduce them to your Coach or just to say hello.

3:30–4:30 p.m. **Commuter Student Session**
Durand Lounge–Commons
Attention commuters! Come meet with Dean Elizabeth Fisher and other staff to learn about your new College community.

4:30–6 p.m. **Chicago Style Cookout**
Tent–Middle Campus
The Alumni Association, Student Alumni Association (SAA), and General Assembly (GA) invite you, our future alumni and family, to a taste of Chicago's ethnic cooking.

5:30–7:30 p.m. **New Athlete Physicals**
Sports Center- South Campus
Planning on trying out for a fall sport? Physical examinations are a must. Check with your coach for details.

8–9 p.m. **Mandatory Residence Hall Meeting**
Residence Halls
All right, you have spent your first night here, and you have some new questions. This meeting is designed to address any new questions and review the rules of your hall.

9–10 p.m. **Foresters LIVE!**
Lily Reid Holt Memorial Chapel
Find out about the College community through the eyes of upper class students. Here is your chance to hear what life is really like on and off campus.

10 p.m.–12 a.m. **Foresters Spirit Night**
South Campus
Out wit. Out play. Out last. Show your Forester spirit! Be a survivor and win prizes too!

Monday, August 27

8–9 a.m. **Breakfast**
Cafeteria - Commons

8 a.m.–5 p.m. **Student ID Cards**
Security & Public Safety - Commons

9 a.m.–12 p.m. **Breakout Sessions**
These sessions will address the issues that many new students face. We want to help you feel comfortable and aware of the importance of being healthy, happy, and focused. Choose one per hour.

9–10 a.m. **I am here, now what?**
Young Hall 320
This session will show you how to confront your fears and anxieties about your new community and provide you with ways to connect with campus life.

Effective Conflict Management
Young Hall 207
This session is designed to provide you with ways to manage and resolve conflict effectively.

Sexual Assault Prevention
Young Hall 117
Join this discussion on the potential dangers of sexual assault and the ways of reducing the risk for yourself and others.

10–11 a.m. **Prioritizing Your New Life**
Young Hall 320
Come to this session and learn how to set goals and organize your academic and social responsibilities.

Healthy Choices
Young Hall 207
Learn how to make informed decisions about alcohol, drugs, sex, and eating habits and consider the impact your decisions have on your community.

College Success Skills
Young Hall 117
The skills required to be successful at Lake Forest College differ from those in high school. This session will develop your study, listening, and note taking skills.

11 a.m.–12 p.m. **Effective Conflict Management (REPEAT)**
Young Hall 320

Healthy Choices (REPEAT)
Young 207

Sexual Assault Prevention (REPEAT)
Young 117

9:45 a.m.–5 p.m. **Individual Advisor Appointments**
Sign-up during Learning for Life Session

12–1 p.m. **Lunch**
Cafeteria - Commons

Luncheon for Transfer Students & Advisors
Pierson Rooms
Join Dean Fisher and your advisors for information on your new college over lunch.

1–4 p.m. **Get Wired: Technology Resources**
Donnelly Library- 2nd floor, Lincoln Room
See p. 20 for locations.
This mandatory session will help you learn how to use your College's e-mail system, the World Wide Web, and intranet services via Forester Pipeline.

3–5:30 p.m. **Varsity Athletic Team Tryouts and Practice for Fall Teams**
Sports Center

5–6:30 p.m. **Dinner**
Cafeteria - Commons

6:30–9 p.m. **Shuttles to Vernon Hills Shopping Area**
Blackstone & Harlan Gates
Use this opportunity to get any important items you may need, as well as have fun with your classmates.

10 p.m.–12 a.m. **Lip Sync Contest**
Lily Reid Holt Memorial Chapel
Watch out Ricky Martin! The RAs and OLs, are about to shake their "Bon Bon's" for the ultimate prize.

Tuesday, August 28, 2001

7:30–9 a.m. **Breakfast**
Cafeteria - Commons

8 a.m.–5 p.m. **Student ID Cards**
Security & Public Safety—Commons

8:30–9:50 a.m. **Freshman Studies Class**
See class schedule for locations.

9:5 a.m.–4:30 pm. **Individual Advisor Appointments**
Sign-up during Learning for Life Session.

10 a.m.–2 p.m. **Dollars and Sense by FS Class**
Lily Reid Holt Chapel
See p. 20 for FS class times
Information will be shared on how to plan for expenses, keep down your debt, explore financial aid and student employment options, and stretch your resources to last throughout the academic year. This session is MANDATORY for all financial aid recipients and all students who wish to work on campus.

11 a.m.–12 p.m. **Exploring Your Campus Scavenger Hunt**
Campus Wide
Hunt for answers while you explore campus services.

12–1 p.m. **Lunch**
Cafeteria–Commons

12–1 p.m. **Commuter Student Lunch**
Pierson Rooms - Commons
Commuters, this is your chance to ask questions and find out everything you need to know about being a commuter at the College.

1–4:30 p.m. **Get Wired: Technology Resources**
Donnelly Library- second floor, Lincoln room
See p. 20 for Locations
This mandatory session will help you learn how to use your College's e-mail system, the World Wide Web, and intranet services via Forester Pipeline.

1–2 p.m. **Exploring Your Campus Scavenger Hunt (REPEAT)**

2:30–5 p.m. **Varsity Athletic Team Tryouts and Practice for Fall Teams**
Sports Center–South Campus

5–6 p.m. **Freshman Studies Chicago Experience Orientation**
See p. 21 for locations.
To get ready for your "Common Experience: Chicago," we've organized a 45-minute mandatory orientation session. Here you will meet the faculty, staff, and upperclassman accompanying you on your trip. You will receive information about the day and your selected Chicago institution, and hear suggestions to make this day productive and as fun as possible.

6–10 p.m. **Picnic on the Lake**
City of Lake Forest beach
Grab a ride on the shuttle and see the beautiful lake front just blocks from the campus. Enjoy games and food with your orientation leaders and some of the College staff while listening to a special performance by our very own Faculty Band.

Wednesday, August 29

7:30–9 a.m. **Breakfast**
Cafeteria- Commons

9 a.m.–3 p.m. **Freshman Studies Chicago Common Experience**
Blackstone & Harlan Gates
Take part in visiting one of six of Chicago's cultural sites in the company of new friends and faculty members.

3–5:30 p.m. **Varsity Athletic Team Tryouts and Practice for Fall Teams**
Sports Center–South Campus

3–4 p.m. **International Student Requirements**
Pierson Rooms - Commons
This mandatory session will review U.S. immigration regulations. International students are required to attend.

4–5 p.m. **New Student Staff Orientation**
Report to your job site
If you have been offered a job, you must report to the Employee Orientation for your department.

6:30–7:30 p.m. **Matriculation Dinner**
Cafeteria - Commons
This is a meaningful occasion for all new students. You will be sitting with your Freshman Studies professor and classmates, or with other transfer students and administrators. Dressy/casual attire.

7:45–8:30 p.m. **Matriculation Ceremony**
First Presbyterian Church
This Lake Forest tradition is your official induction into the College. The ceremony includes a welcome from President Schutt and formal signing of the College Book by all new students.

9–10 p.m. **Garrick Player's Showcase**
McCormick Auditorium
The Garrick Players will perform skits that are sure to entertain you. Hear about acting opportunities and learn about the upcoming theatrical season.

Thursday, August 30 First Day of Classes

6–11 p.m. **Second City Chicago Trip**
Blackstone and Harlan Gates
There is no better way to end the first day of classes than going to Chicago. Second City is world famous for its comedic performances and is sure to make you laugh. Come join the fun!

Friday, August 31

11:30 a.m.–1:30 p.m. **Activities Fair**
Outside Commons
Find out about Lake Forest College's 100+ student organizations, meet the student leaders and advisors, and learn many different ways to get involved at the College. This is a great opportunity to explore your interests and meet new people. Don't miss this big event!

7 p.m. **Music Department Open House**
Lily Reid Holt Chapel
Come hear your first College Concert. Find out more about what the music department has to offer, including orchestra, chorus, jazz band, and much more!

9 p.m. **Great Drive-In Movie**
Middle Campus
The 900 square foot screen and the surround-sound speaker system will blow you away at this outdoor tradition. Bring your blankets, lawn chairs, and favorite movie snacks for this spectacular event.

Saturday, September 1

12 p.m–5 p.m. **Chicago II Trip**
Blackstone & Harlan Gates
Come and explore Chicago again with Liz Thomson and the Resident Academic Fellows.

7 p.m.–10 p.m. **Vernon Hills Shopping Center Trip**
Blackstone & Harlan Gates

10 p.m.–12 a.m. **Entertainment**

Sunday, September 2

10 a.m.–6 p.m. **Trip to Gurnee Mills Shopping Center**
Blackstone & Harlan Gates
One of the biggest outlet malls in the country can be found not far from Lake Forest College, so come and explore this great place with a couple of your new friends.

Saturday, September 8

12 p.m–5 p.m. **Community Service Activities**
Become a part of the surrounding community by volunteering at one or two local service organizations.

NEW STUDENT ORIENTATION PLANNING COMMITTEE

Martha Kelly Bates, Alumni Programs; Sarah Beck, Alumni Development; Jerry Cebrzynski, Financial Aid; Jerry Cooper, Security and Public Safety; Tina Cowan, Business Office; Amanda Cox, Residential Life and Career Development; Chris Gremore, Aramark; Valerie Gude, Admissions; Dianne Kanney, Athletics; Daniel López, Dean of the College; Pat Pohl, Counseling Center; Janet McCracken, Freshman Studies; Bill Motzer, Admissions; David Siebert, Facilities Management; Cory Stevens, Library; Kris Sundberg, Admissions; Liz Thomson, Chicago Alliance.

NEW STUDENT ORIENTATION STAFF

New Student Orientation Coordinator
Keri E. McCoy, '03

Assistant Orientation Coordinator
Kemi Abiona, '03

Pre-Orientation Coordinators/Mentors
Gregory Larnell '04
Jermeitrik Christian '03
Mike Owens '02
Ignacio Alvarez '02
Erica Thomas '04
Diana Mosenge '02

Team Orientation Leaders
Amy Bundesen, '03
Christina Christ, '03
Jermeitrik Christian, '03
Jenny Dlugosz, '03
Jenna Hammerich, '02
Laure Madison, '03
Sharon Milroy, '03
Sara Moneypenny, '02
Rachel Rich, '02

Orientation Leaders
Anthony Andros, '02
Anita Birse, '04
Karl Borchers, '04
Kristin Brandt, '03
Melanie Brown, '04
Lisa Browne, '03
Megan Carroll, '04
Caleb Chase, '04
Rosanna Console, '03
Samantha Coppi, '03
Katie Cotter, '04
Zachary David, '04
Teddy Dres, '04
D'anne Duncan 04'
Shira Easley, '04
Kris Fador, '04
Rachel Gratis, '04
Frances Hensley, '03
Marci Herber, '03
Ryan Inton, '04
Kathryn Koenig '04
Julie Kotlarz, '03
Jamie Larsen, '04
Aaron Lawlor, '04
Steven Macri, '04
Anne Masters 04'
Jamie Mayer, '03
Genevieve Misfeldt, '04
Brian Monahan, '03
Courtney Nyren, '04
Anjali Pai, '04
Rachel Pierce, '04
Chad Porter, '04
Lorraine Rucareanu, '04
Rebecca Shrier, '04
Silvia Skripkauskaite, '04
Kim Solomon, '03
K. Leigh Stapleton, '04
Courtney Stephens, '03
Vince Tuley, '04
Kristen Waspi, '04
Jennifer Weiner, '03
Tina Zofakis, '02

FRESHMAN STUDIES COURSE LOCATIONS

Your freshman studies class will meet for the first time for the "Learning for Life" session on Sunday, August 26, from 1-3 p.m., Tuesday, August 28, from 8:30-9:50 a.m., and for the rest of the semester in the following locations:

Course Title		Faculty	BLDG.	RM.
FRSH 101:	General Chemistry I Lab	Laura Kateley	Johnson A	1
FRSH 102:	General Physics Lab	Scott Schappe	Johnson A	100
FRSH 103:	Nature of Mathematics	Jill Van Newenhizen	Young	207
FRSH 104:	Rise and Fall: Ancient Human &Environment	Lynn Westley	Johnson B	272
FRSH 107:	Vertebrate Paleontology	Laura Panko	Johnson A	200
FRSH 123:	Field Ornithology	William Moskoff	Young	510
FRSH 125:	Cultural Perspectives International Business	Les Dlabay	Young	505
FRSH 129-01:	Intro to Psychology Lab	Nancy Brekke	Hotchkiss	9
FRSH 129-02:	Intro to Psychology Lab	R. Sergio Guglielmi	Hotchkiss	9
FRSH 129-03:	Intro to Psychology Lab	Robert Glassman	Hotchkiss	9
FRSH 131:	Civil Disobedience & Political Obligation	Siobhan Moroney	Young	511
FRSH 137:	Human Body: Social Issues & Control	David Boden	Hotchkiss	300
FRSH 138:	Human Rights in the Middle East	Ghada Talhami	Young	505
FRSH 140:	American Diversity	Daniel López	Young	511
FRSH 147:	Principles of Economic Government & Markets	Kent Grote	Young	517
FRSH 150:	Bloomsbury Group	Christopher Reed	Durand	208
FRSH 153-01:	Literary Studies: Reading Genres	Benjamin Goluboff	Carnegie	208
FRSH 153-02:	Literary Studies: 19th Century Women	Bernice Gallagher	Carnegie	102
FRSH 153-03:	Literary Studies: Reading Genres	Robert Archambeau	Carnegie	204
FRSH 155:	Cultural Stereotyping	Cynthia Hahn	Carnegie	108
FRSH 156:	Love in Literature	Clayton Gray Jr	Carnegie	204
FRSH 158:	World War II: European Experience	Carol Gayle	Young	510
FRSH 160:	Religious Approaches to Existence	Ronald Miller	Reid	203
FRSH 163:	Music in Chicago	Donald Meyer	Reid	105
FRSH 167:	Elvis!	Steven Rosswurm	Young	511
FRSH 168:	Philosophy & Gender	Rosalind Carey	Durand	103
FRSH 169:	The Meaning of Life	Louis Lombardi	Durand	103

GET WIRED: TECHNOLOGY RESOURCES & DOLLARS AND SENSE SCHEDULE

Below you will find a list of MANDATORY sessions, their times and locations. Please find your Freshman Studies Professor's name to find your session time.

Monday, August 27
Get Wired: Technology Resources
Donelley Library- 2nd Floor, Lincoln Room

Time	Freshman Studies Class
1:00–1:40	Reed, Westley, Kateley
1:50 –2:30	Dlabay, Moskoff, Grote
2:40 –3:20	López, Archambeau, Gallagher
3:30- 4:20	Goluboff, Hahn, Gray
4:20 –5:10	Gayle, Rosswurm, Van Newenhizen

Tuesday, August 28
Get Wired: Technology Resources
Donnelley Library- Second Floor, Lincoln Room

Time	Freshman Studies Class by Professor
1:00-1:40	Meyer, Carey, Lombardi
1:50-2:30	Panko, Schappe, Moroney
2:40-3:20	Talhami, Brekke, Guglielmi
3:30-4:20	Glassman, Miller, Boden

Tuesday, August 28
Dollars & Sense Sessions
Lily Reid Holt Memorial Chapel

Time	Freshman Studies Class by Professor
10-11a.m.	Panko, Schappe, Moroney Talhami, Brekke, Guglielmi Glassman, Miller, Boden
11-12p.m.	Goluboff, Hahn, Gray Gayle, Rosswurm, Van Newenhizen Meyer, Carey, Lombardi
1-2p.m.	Reed, Westley, Kateley Dlabay, Moskoff, Grote López, Archambeau, Gallagher

STUDENT SERVICES ORIENTATION OPEN HOUSE OFFICE HOURS

Saturday, August 25

OFFICE & PHONE	SATURDAY August 25	SUNDAY August 26
Welcome Center	9 am –3pm	Closed
Admissions ext. 5000	9am- 3pm	Closed
Business Office ext. 5030	9am-3pm	Closed
Financial Aid ext. 5103	9am-3pm	Closed
Bookstore ext. 5221	10am-3pm	10am-3pm
Career Development Center	9am-3pm	9am-3pm
Counseling Center ext. 5240	9am-3pm	on-call
Dean of the College ext. 5200	9am-3pm	9am-3pm
Mail Services ext. 5037	10am-4:30pm	Closed
Intercultural Relations	10am-2pm	10am-2pm
Leadership and Community Involvement	9am-3pm	9am-3pm

FRESHMAN STUDIES CHICAGO EXPERIENCE ORIENTATION LOCATIONS

Tuesday, August 28

5-6p.m.

Site	Location
Chicago Historical Society	Meyer Auditorium
DuSable Museum of African American History	McCormick Auditorium
The Field Museum of Natural History	Lily Reed Memorial Chapel
Mexican Fine Arts Center Museum	Durand Hall, Room 209
Museum of Comtemporary Art	Sports Center, Tierman Room
The John G. Shedd Aquarium	Commons, Pierson Rooms

RESIDENCE LIFE STAFF 2001-2002

Name	Building/Room	Phone Number
Neil Nicholson	BL 109	5329
Katie Cotter	BL 207	5341
Elsie Tedros	BL 225	5674
Ben Auer	BL 304	5981
Anna-Kay Wade	CL 235	5662
Katie Schott	CL 323	5319
LaCoya Katoe	DE 102	5460
Arden Meyer	DE 202	5701
Ihsan Legget	DE 321	5413
Andrew Chao	DE 221	5820
Michelle McNeeley	DE 017	5424
Drago Fidancev	GR 100	5402
Elizabeth Leonard	GR 159	5967
Rachel LaFin	GR 259	5951
Sam Rush	GR 359	5433
Joe Zemaitis	HA 109	5901
Ebonye Bowie	HA 105	5766
Kevin Holmes	HA 217	5310
Gwen Tenney	HA 304	5358
Michelle Washington	LO 105	5838
Christa Rutt	LO 211	5672
Allison McKenna	LO 322	5318
Emmanuel Malasaga	MC 100	5306
Christina Athas	MC 109	5582
Kristi Bouromphongsa	MC 359	5390
Mark Thompson	MC 259	5391
Kamalisha White	MO 110	5443
Jason Rebello	MO 412	5421
Amy Gentry	MO 214	5841
Andrew Jay	MO 304	5498
Laura Lyons	NO 301	5606
Greg Larnell	NO 017	5909
Brandon Johnson	NO 201	5990
Catherine Calloway	NO 149	5948
Jennifer Beal	RO 101	5794
Ian Thompson	RO 209	5633
Alexia Branch	RO 309	5911
Andrew Fenton	RO 259	5425

forester pipeline

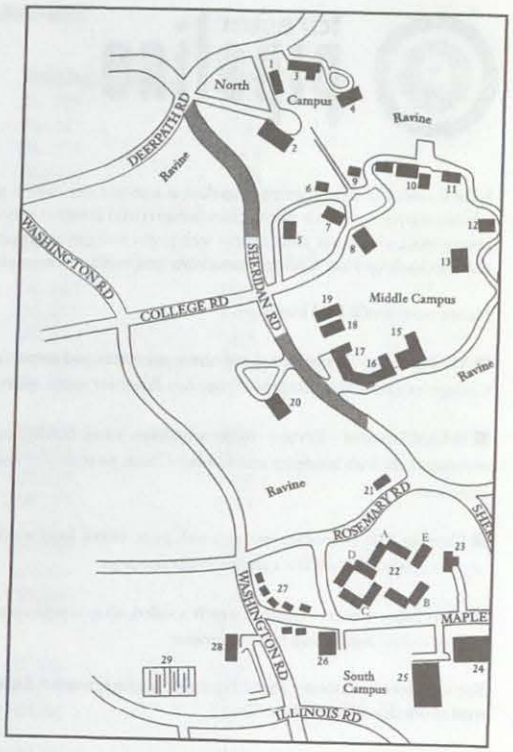
Lake Forest College's Campus Pipeline is a secure site, which provides students, faculty, and administrative staff with world-class Intranet and Internet services. This is where you can read your e-mail, check out your course web pages and get information about events on campus. You can also look up your College transcripts and tuition statements.

Here's what you'll find inside:

- My Pipeline - See personalized announcements and important campus news. Review the College calendar and customize your headlines for news, sports, technology, and entertainment.
- School Services - Review course schedules, email faculty, and use message boards or chat to communicate with students and faculty. Check your grades and visit career and research resources.
- Campus Life - Create your own web page, check local weather, visit clubs and other campus organizations, plus review campus event postings.
- Web Life - Listen to music, watch a video, shop world-class online stores, and explore the best in online media and entertainment.

For additional questions about Forester Pipeline, contact Diane Snedden at ext. 5113 or via e-mail at snedden@lakeforest.edu.

CAMPUS MAP–2001



Construction Fall 2001

1 Durand Art Institute
2 Lois Durand Hall (residence hall)
3 Deerpath Hall (residence hall)
4 Cleveland-Young International Center (residence hall)
5 Patterson Lodge—Admissions and Financial Aid
6 Ravine Lodge—Career Development Center, Interfaith Center
7 North Hall—Administration, Business Office, Registrar
8 Young Hall—Economics and Business, History, Mathematics and Computer Science, Politics, Dean of the College, Intercultural Relations
9 Facilities Management
10 Johnson Science Center—McCormick Auditorium
11 Carnegie Hall—English, Foreign Languages
12 Hotchkiss Hall—Psychology, Sociology and Anthropology, Meyer Auditorium, Counseling Center,
13 Donnelley Library
14 Faculty Housing (not pictured)
15 Commons—Cafeteria, Leadership and Community Involvement Office, Calvin Durand Study Lounge
16 Harlan Hall (residence hall)
17 Blackstone Hall (residence hall)
18 Lily Reid Holt Memorial Chapel
19 Reid Hall—Education, Music, Religion
20 Glen Rowan House—Conference Center
21 Future Alumni and Career Development Center
22 South Campus Quadrangle (residence halls)
- A Nollen Hall
- B Roberts Hall
- C Gregory Hall
- D McClure Hall
- E Moore Hall

23 Hixon Hall—Theater
24 Sports Center—Athletics, Health Center
25 Alumni Memorial Field House—Indoor Ice Rink
26 Lake Forest Graduate School of Management (not part of the College)
27 Faculty Housing
28 Halas Hall—Athletics
29 Farwell Field—Football Field

LOCAL COMMUNITY RESOURCES

Lake Forest

Food

Burger King
950 N. Western Ave.
295-5080

Don's Finest Foods
850 N. Western
234-2700

Egg Harbor Café
512 N.Western Ave.
295-3449

Einstein's Bagels
728 N. Western Ave.
615-9888

Ferentino's Pizzeria
Deerpath Plaza
295-8888

Foodstuffs
255 E. Westminister
234-6000

Jewel-Osco
910 N. Western Ave.
234-6385

King Maa
950 Western Ave.
604-9660

Lake Forest Food & Wine
672 N. Western Ave
295-0620

Southgate Café
665 Forest Ave.
234-8800

Starbucks Café
722 N. Bank Lane
234-5420

Sweets
284 E. Deerpath Rd.
295-7737

The Lantern
768 N. Western
234-4420

Shopping/Other

Blockbuster Video
240 E. Deerpath Rd.
735-0416

CVS Pharmacy
500 N. Western
810-5990

Lake Forest Book Store
624 N. Western
234-4420

Lake Forest Library
360 E. Deerpath
234-6789

Lake Forest Photo
620 N. Western
295-2272

North Shore Cleaners
950 N. Western
295-5665

The Gap
Deerpath Plaza
234-8394

Walgreens
296 E. Deerpath
234-0740

Banking Services
Bank One
300 E. Illinois
234-7111

First Midwest Bank
241 E. Deerpath Road
234-7000

Lake Forest Bank
727 N. Bank Lane
234-2882

Northern Trust Bank
Of Lake Forest
265 E. Deerpath
234-5100

Highwood
Food
Buffo's
4312 Sheridan Rd.
432-0301

Hoagie Hut
17 Bank Ln.
432-3262

Subway
818 Sheridan Rd.
433-5870

Tacos El Norte
118 Washington Ave.
432-1730

Yiannis Opa!
440 Green Bay Rd.
266-1700

Vernon Hills
Food
Chili's Bar & Grill
567 E. Town Line Rd.
680-0011

Olive Garden
701 N. Milwaukee Ave.
816-0293

Portillo's Hot Dogs
221 E. Town Line Rd.
367-7290

T.G.I. Friday's
151 E. Town Line Rd.
680-9980

Shopping/Other
Best Buy
701 N. Milwaukee
549-9616

Circuit City
551 N. Milwaukee
362-2014

Hawthorn Mall
N. Milwaukee
362-6620
(J.C. Penny, Sears, Marshall Fields, Carson Pirie Scott)
Kohl's
235 N. Milwaukee
913-9800

Linens & Things
Hawthorn Shopping Center
573-8339

Office Depot
701 N. Milwaukee
549-0199

Showplace 8 Movie Theater
555 Lakeview Parkway
247-8958

Super K-Mart
413 N. Milwaukee
816-8600

Target
313 E. Town Line Rd.
680-0390

T.J. Maxx
701 N. Milwaukee
816-8118

Wal-Mart
555 E. Town Line Rd.
918-0555

Lake Bluff
Food
Domino's Pizza
295-5900

Subway
217 S. Waukegan Rd.
295-7827

CHICAGO ETHNIC & CULTURAL NEIGHBORHOODS

Chicago is a city with a great deal of ethnic & cultural diversity. If you are looking for something fun and exciting to do check out some of Chicago's cultural communities. (see pg. 28 for Chicago area map).

African American Community
South Shore Community—67th Street on the North and 79th Street on the South. South Shore is a bustling community with majestic residential properties, several commercial strips, and more African American artists and arts organizations than any other neighborhood.

Andersonville
Andersonville is technically in the greater neighborhood of Edgewater/Uptown, but it is around Clark street. This is predominantly a GLBT community. The Womyn's area is from Granville to Foster with Clark St. being its backbone. GLBT-owned and friendly places are everywhere. There are also many Middleastern and Mediterranean restaurants located here.

Chinatown
Located between Wentworth Avenue and Cermak Road, this area offers unique shops, restaurants, and services that adorn this cultural community.

GLBT Community, a.k.a. "Boys Town"
The area is begins approximately on the north side at Halsted/Addison to Halsted/Belmont. Halsted is denoted by the recently marked "glowing, rainbow pylons" where one can find shops, restaurants, hair cutting places, print shops, bookstores, and more that are either gay-owned or gay-friendly.

Humboldt Park
Located on the northwest side of the city, Humboldt Park area is home to the Puerto Rican community.

Greektown
Located between Halsted and Jackson. Various Greek restaurants line south Halsted between 200 S. to 400 S. Halsted.

Indian/Pakistani Community
Located between 2400 W. Devon to approximately 2900 W. Devon. A variety of Indian and Pakistani shops and restaurants line this bustling avenue.

Lincoln Square, a.k.a. Germantown
Lincoln Square is located in the larger area called Ravenswood. Here, one can find several small German shops, restaurants, and cafés, as well as a drama theatre, where Faust or some other well-known German play is being shown.

Pilsen/Little Village
On the south side, stretching east to west from the river to the city limits and north to south from roughly 16th, is a hub of Mexican heritage and a budding artists' colony.

Ukranian Village
Located on both sides of Chicago Avenue from Damen Avenue to beyond Western Avenue, Ukrainian Village is a spirited ethnic enclave and a close-knit homogeneous community where distinctions of religion, language, and nationality play an important role.

Polish Community
Chicago has the largest Polish population outside of Warsaw. This area located in the southwest side of the city offers shops, restaurants, grocery stores, and community organizations.

Vietnamese Town, a.k.a. Little Saigon or New Chinatown
Located on Broadway (between Bryn Mawr and Lawrence) includes shops, restaurants, community service organizations, grocery stores, and cafés. The larger neighborhood is called Uptown/Edgewater.

Swedish Community/Andersonville
Located between Foster & Spaulding/Foster & Clark. Remnants of a highly populated Swedish/Norwegian community are the Swedish restaurant - Tre Kronor at 3258 W. Foster and the Sweden Shop at 3304 W. Foster. The area between 5200 and 5400 N. Clark features Swedish restaurants and shops, as well as the Swedish American Museum Association of Chicago. In addition, there are two Swedish delis, a Swedish bakery, and a Swedish restaurant (Ann Sather's).

Yaohan (Japanese)
Located in the northwest suburb of Arlington Heights, 100 E. Algonquin Rd., this Japanese shopping center houses a grocery store, a book and video shop, a travel center, a Japanese ceramic shop, a toy shop, and a Japanese fast food court.

Chicago Ethnic Neighborhoods Map

SECTION I: CAMPUS ORGANIZATIONS

STUDENT GOVERNMENT

History
The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s.

The current Student Government, established in 1972, is composed of the General Assembly (GA) and its subcommittees, the Executive Committee (EC), and the four GA officers: the President, Vice President, Treasurer, and Secretary. Student members of other College governance committees also play an active and important role in the General Assembly. In addition, campus organizations are supported by the General Assembly.

Student Government Office
The General Assembly Office is located in Commons and is open regularly Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government or call 735-5212.

Elections and Appointments
General Assembly officers and most campus organization leaders and governance committee members are elected or chosen in the spring. (Consult the GA Constitution, governance election sections, and organization write-ups for details.) There are many ways to be involved in General Assembly without running for an elective office. Throughout the year GA Government will post notices announcing various committee openings. Applications for most organization positions are provided by GA Government. Petitions, when necessary, are to be signed by 25 full-time Lake Forest College students and are provided by the Dean of the College Office. Only full-time Lake Forest College students are eligible to run for office.

All candidates for student government officer positions must have a cumulative 2.0 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for election to campus governance committees must meet this GPA requirement. Finally, all leaders of student organizations, editors-in-chief, varsity team captains, and Presidents of Greek organizations must have a minimum cumulative GPA of 2.0 in the semester prior to their election or appointment and for any subsequent semester during which they serve as chief officer.

Minutes
Minutes are posted on the Commons bulletin board. Any student interested in receiving current minutes for any of the College Governance committees should contact Student Government.

Students and the Board of Trustees
Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through standing committees and task forces, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the GA President and Vice-President, serve as voting members on the full Board. The standing committees of the Board of Trustees on which students serve are composed as follows:

- two student recommendations to the President at the beginning of the school year by the Student Government Executive Committee,
- one alumni representative,
- two faculty members appointed by the President,
  an officer or staff assistant of the College appointed by the President to serve as ex-officio Secretary of the committees, and
- trustees appointed by the Chairperson of the Board of Trustees.

The committees with student membership and their functions are outlined below.

Academic Affairs Committee
recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees.

Athletics Committee
establishes College policies concerning intercollegiate athletics, evaluates program objectives, and reviews budgets, personnel, and plant needs of the Athletic Department.

Budget and Audit Committee
recommends fiscal policy, sale of off-campus real estate, and selection of auditors. It deals with the College budget, tuition, and an examination of the College's insurance coverage.

Property and Operations Committee
recommends policies for the administration of campus grounds and buildings.

Student Affairs Committee
makes recommendations to the full Board of Trustees on student life and welfare.
The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to each full Board meeting; although some, such as the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems, and viewpoints.

CAMPUS ORGANIZATIONS, CLUBS, AND GROUPS

For any information concerning these organizations, contact the Leadership and Community Involvement Office located in the Commons.

Ally Program
The Ally Program is a support system set up to help individuals from historically oppressed groups to excel at Lake Forest College. Certain groups of people are often misunderstood, prejudged, and unaffirmed because of their race, religion, sexual orientation, physical ability, economic class, or other cultural characteristics.

Alpha Pi Delta
Alpha Pi Delta is a sorority that serves both a social and a philanthropic purpose. The members are interested in organizing social activities for themselves and for the community at large.

Ambassadors
The Ambassadors are students who provide tours for prospective students and their families.

Amnesty International, Group 177
Amnesty International, Group 177, works for the release of prisoners of conscience.

Art Club
The Art Club seeks to provide students with opportunities to experience and create art outside the classroom. They sponsor art displays in the Coffeehouse, hold art auctions, and support art majors and the art department.

Asian Interest Group
AIG aims to teach the campus about Asian cultures; to bring Asian/Asian American speakers in different fields to the College; to provide a support group for Asian students academically and socially; to utilize the resources of Chicago; to help train Asian students to be campus and community leaders; and to provide social services as needed.

Athletic Council
The Athletic Council (AC) encourages the development of leadership skills of students with an interest in athletics. The main focus of the council is to increase school spirit and athletic support throughout the College community.

A Cappella Ensemble
The Lake Forest College A Cappella Ensemble is a select group of singers who perform mostly a cappella choral literature of all periods and styles. Open to all students by audition.

Campus Entertainment Committee (CEC)
The Campus Entertainment Committee (CEC) consists of volunteer students who work with the Director of Leadership and Community Involvement to plan dances, concerts, and weekend entertainment.

Chamber Orchestra
The Lake Forest College Chamber Orchestra performs two concerts each semester featuring Baroque, Classical, Romantic, and Twentieth-Century repertoire. Open to all students by audition.

Chorus
Lake Forest College Chorus performs choral literature of all styles and periods from many cultures. Two performances are given each semester. Open to all students.

Club Sports
Club Sports is a comprehensive athletic program funded by the Student Government and the Athletic Department. Club Sports are student-run activities, although faculty advisors are suggested and welcome. A club sport will be supported if there is no current varsity team participating in that sport. Please contact the Club Sports Director at the Sports Center to find out more about Club Sports.

Collage
Collage, published every spring, represents the efforts of both students and faculty in the foreign languages.

College Democrats
College Democrats strive to get students interested in participating in local and national political issues and campaigns.

College Republicans
The College Republicans help students get involved with both local and national political issues and campaigns.

Community Service Coalition
The Community Service Coalition is a new organization that brings all volunteer/service activities and organizations at Lake Forest College together into one united body. It serves as an umbrella organization for the major volunteer groups and programs. It provides a connection among all the service activities currently on campus and acts to actively support these activities. It is coordinated through the Leadership and Community Involvement Office and is directed by a committee made up of representatives from each organization.

The Community Service Coalition supports the following programs: Wednesday Tutoring, Soup Kitchen, P.A.D.S. (Public Action to Deliver Shelter), Best Buddies, Spring Break Service Trip, Habitat for Humanity, The Measure of Our Success, and the Community Service Bulletin Board. For information about any of these programs, contact the Leadership and Community Involvement Office.

Dance Club
The Dance Club holds weekly dance instruction classes open to any interested students. Members of this group also participate in on-campus performances.

Delta Chi
Delta Chi is an international fraternity with a total membership of over 70,000 men. The Lake Forest College chapter was established in 1995 with the purpose of bringing an organization to campus that would strengthen College and alumni ties while helping its members to develop character through community service, leadership opportunities, and social events.

Entrepreneur Club
This club brings together students who are interested in business and have an entrepreneurial spirit. Activities include speakers, trips, and various projects.

French Club
The French Club has as its goal giving students a better understanding of French culture through participating in a number of cultural activities either on campus or in the greater Chicago area.

Gamma Phi Omega
Gamma Phi Omega was founded in 1988 as an organization for women and became a sorority in the fall of 1989. The goals of this group include promoting diversity, providing service for the community, and expanding opportunities for women.

Gamma Rho Delta
Gamma Rho Delta is a sorority committed to developing the spirit of sisterhood among members and a sense of dedication to Lake Forest College. Open and private parties given throughout the year seek to enhance the social atmosphere of the campus.

Garrick Players
The Garrick Players is the oldest student-run theatre organization in the state of Illinois. The mission/goal of the Garrick Players organization is to engage in and actively promote interest in the theatre for Lake Forest College students. Programming used to support our goal includes workshops with theatre professionals from Chicago, production of live performances, playwrighting, directing and coursework offered through the theatre program.

German Club
The German Club strives to give students the opportunity to practice their conversational German and to increase their knowledge of German culture through participating in cultural activities in the greater Chicago area.

Greek Council
The Greek Council serves as an umbrella organization for the Greek groups on campus. Currently there are five fraternities and three sororities.

Intercultural Advisory Council (IAC)
Under the leadership of the Intercultural Relations Office, the IAC plans, coordinates, implements, funds, and evaluates campus-wide intercultural programs. It is composed of intercultural student group leaders, faculty/staff advisors.

International Student Organization (ISO)
ISO brings together international students and other students with diverse cultural interests. This union provides a supportive community for students and is intended to further an awareness and understanding of various cultures within the group and the College community.

Italian Club
The Italian Club seeks to increase exposure to Italian culture through the Italian Table discussion group and various outings.

Japanese Club
Japanese Club is a cultural organization that is interested in educating the campus and students about Japan. All students who are interested in Japanese culture are invited to join. Traditionally this unique club has been composed of many non-Asians. Activities include visits to Japanese restaurants, supermarkets, and cultural events. The club also sponsors a Japanese Festival each semester.

Jazz Ensemble
The Jazz Ensemble performs music from big band classics and contemporary repertoire. Open to all students by audition.

Kappa Sigma
Kappa Sigma is a national fraternity originally founded at Lake Forest College in 1983 as a local chapter. Its primary goals and philosophy are based upon academic excellence and a concern with the betterment of the College community.

Latinos Unidos
Latinos Unidos is a support group that promotes educational, historical, and cultural events for the Latino community.

LEAP
The League for Environmental Awareness and Protection (LEAP) is a student group promoting environmental education and action.

Lilace Reid Barnes Interfaith Center (IFC)
Lilace Reid Barnes Interfaith Center (IFC) facilitates the spiritual and personal growth of Lake Forest College students in a context reflecting the religious pluralism of the campus.

Measure of Our Success Mentoring Program
This organization provides an opportunity to serve as a mentor to an elementary school student.

Model Illinois Government
Each year a group of students attends the state convention of MIG chapters and spends a day in the state legislature learning about Illinois government.

Model UN/Chicago
An organization which allows students to experience international politics.

Muslim Student Organization
Promotes the Muslim faith and support to those who study it.

NEA (National Education Association) Student Program
The Students NEA is a grassroots organization serving education students nationwide. Its goals are to provide opportunities for professional development and leadership training, to advocate at all levels for student members and their concerns, to monitor national issues that impact future teachers, and to provide students with the opportunity to network with other future teachers. Members also participate in numerous community service projects related to education.

Neapolitan Society
The Neapolitan Society, founded in 1999, is a campus organization dedicated to promoting musical interest and appreciation within the college community and beyond.

Non-Traditional Student Organization
This group seeks to provide non-traditional age students or students returning to college after an extended break from education with a supportive atmosphere to enhance their interaction within the College community.

S.P.I.C.E (Students Promoting Intelligent Choices Everyday)
An organization that focuses on issues that affect our everyday lives. These issues include alcohol awareness/responsibility, HIV/AIDS, sexual assault, date rape/date rape drugs, drug abuse, alcohol and its connection with sexual assault, etc. Our programs provide information and support to students interested in and/or are dealing with the effects of these various issues.

Pep Band
The Pep Band is a student-run organization that plays at Lake Forest College athletic events and is open to all students.

Phi Pi Epsilon
Phi Pi Epsilon, established at Lake Forest College in 1895, is the oldest local fraternity in the United States.The brothers of Phi Pi Epsilon are involved in many campus organizations and athletic teams.

Pre-Law Association
The Pre-Law Association sponsors local events of interest to students considering law school and sends a team to the annual Undergraduate Mock Trial Competition at Drake University.

PRIDE Lake Forest
PRIDE opposes homophobia and provides a venue to support gay, lesbian, bisexual, transgender, and straight students.

Pro Med
Pro Med is a group of students acting as a support group for pre-med majors and offering programs related to medical careers.

Red and Black
Red and Black, established in 1988, offers programs enhancing the academic and cultural environment of the campus.

RP Gamers
Bringing students together who enjoy role-playing games, both within groups and over the internet, is the focus of this organization.

Russian Club
The goal of the Russian Club is to bring people together who are interested in Russian language and culture. The club provides opportunities to experience different aspects of Russian traditions and customs.

Senior 25
Senior 25 honors students selected in their junior year who maintain good academic records (2.7 minimum GPA) and who have shown leadership through their participation in extracurricular activities.

SHELF
Shelf (Sexual Health Educators of Lake Forest) is a group of students, working in conjunction with the Health Center, who plan and implement AIDS education programs on campus.

Society of Physics Students
The Society of Physics Students provides the College community with opportunities to explore the realm of physics through seminars, science-oriented field trips, study breaks, and tutoring.

Stentor
The Lake Forest College campus newspaper, published for the first time during the 1886-87 academic year, continues to cover campus events, provide editorial opinion, and offer a voice to the Lake Forest College community.
The *Stentor* office is located in the lower level of Commons, adjacent to the Coffeehouse.

Student Affiliates of the American Chemical Society (SAACS)
The Student Affiliates of the American Chemical society is an organization that sponsors activities designed to promote a greater understanding and appreciation of chemistry.

Student Alumni Association (SAA)
The Student Alumni Association is an organization that assists the Office of Alumni Programs in providing and maintaining a link between current students and alumni through structured programs and social activities.

Students for a Free Tibet
SFT is an organization consisting of a group of students throughout North America. The LFC-SFT chapter works to raise awareness about Tibet's situation within the campus community. The group also calls for peaceful actions through various activities such as campaigns and protest in order to free Tibet.

Students of The City
This is a small group of Lake Forest College students who use the city of Chicago as somewhat of a second campus. It is our goal to allow students the opportunity to explore the many forms of entertainment in Chicago, in contrast to the somewhat limited number of activities available in the town of Lake Forest and at times on the campus itself. Theatre, movies, museums, Chicago historic neighborhood tours, and dinners are only a few of the activities that SOC seeks to allow its members to participate in. All other programs and activities are taken into consideration as well.

Tusitala
Tusitala, first published in 1935, continues to provide an outlet for student poets, prose writers, photographers, and artists.

United Black Association
The United Black Association, founded in 1989, is an organization dedicated to creating a college experience reflective of the endeavors of students of color.

Unity Coalition
The Unity Coalition is focused on creating unity among different groups of students and faculty on a diverse campus in order to create a unified community. They work on important initiatives to increase campus diversity and unity, sponsor social events that bring different people together, and host campus-wide discussion on related issues.

WMXM
WMXM, the College's FM radio station, broadcasts at 88.9 on your dial. The station is managed entirely by students and is on the air every day. There are opportunities for aspiring deejays, newswriters and reporters, sportscasters, production assistants, salespeople, and publicity people. Interested students are encouraged to attend meetings and to drop by the station for more information.

Women for Social Change
A women's organization that promotes academic achievement and community service within diverse communities.

Yearbook (The Forester)
Each year the yearbook staff sets out to produce a book that depicts the flavor of life for students, faculty, and administration as they engage in social and academic activities on campus.

GREEK ORGANIZATIONS

Unit members are expected to take reasonable steps in the planning of events to ensure the safety of persons and property. It is reasonable to expect that the consumption of alcoholic beverages will be controlled by group members. It is reasonable to expect group members to escort "problem" people out of the residence hall, not just out of the lounge or room. It is reasonable to expect designated group members to serve as host, bouncer, or sergeant-at-arms during group functions.

A. Fraternities and sororities are to be reviewed each spring by the College Life Committee. These reviews will focus on the required areas listed below.

1. Every organization must have a faculty advisor. It is the responsibility of the president of each organization to meet at least once a month with the advisor(s).
2. Every organization must complete two on-campus and two off-campus service activities each semester.
3. Every organization must possess a mission/philosophy statement that is compatible with the educational mission of the College.
4. When hosting social events, every organization must meet the requirements listed in the alcohol policy section of this handbook.
5. All pledging/new member program guidelines must be followed as listed below in this section.
6. All organizations will be asked to discuss academics, risk management, educational programs, general campus contributions/demeanor, and other topical areas as deemed appropriate by the committee.

Organizations failing to meet these requirements will face possible loss of campus privileges, including recognition as a student organization.

B. The Greek Council coordinates fraternity and sorority activities and business on campus. The Greek Council consists of four executive officers (president, vice-president, treasurer and secretary) and elected representatives from each fraternity and sorority. The Director of Leadership and Community Involvement serves as advisor to this organization.

C. Rush consists of those activities that are aimed at recruiting and/or entertaining prospective new members and which take place prior to the selection of the new members. Rush events must follow the guidelines listed below.

1. During the fall semester, organizations are limited to rush activities/events.
2. There is to be no alcohol present at any rush events.
3. Rush events must be open to any interested students.
4. No rush events may occur off-campus without written approval from the Director of Leadership and Community Involvement.
5. A calendar of all fall rush activities must be submitted to the Director of Leadership and Community Involvement one week prior to the first scheduled event.

D. Pledging/New Member Programs: The following guidelines were developed by students in fraternities/sororities, staff, and faculty during the fall 1997 semester in response to a growing need within the Greek organizations at the College to redefine their new member education.

These new guidelines center around respect for new members. The accepting of new members should be a positive time of celebration and learning. It should not be a physical or emotional endurance period, filled with intimidation and harassment. The time should be used to educate new members about the organization and help them develop in the areas of academics, leadership, community service, career choice, social skills, and more. This is a good opportunity to begin training new members to be the future leaders of the organization. Groups are strongly encouraged to work to create unity throughout the entire organization during this time, not just between members of the new class. That will ultimately create a stronger organization. Building a bond, commitment, and trust between new members and the group can and must occur in constructive ways.

1. General Guidelines

a. The Director of Leadership and Community Involvement will hold a meeting before the end of the first semester to review the new member program policy. All groups are required to have their new member chairperson attend. The presidents of each organization are strongly encouraged to attend.

b. Any student who wishes to join a Greek organization must register with the Leadership and Community Involvement Office, completing and signing a registration form, and be familiar with the new member education policy before an invitation can be accepted.

c. All invitations to join a Greek organization will be given out after 5:00 p.m. Friday on one weekend in second semester. This weekend (herein known as "bid weekend") will be determined prior to the end of the first semester by the Dean of the College Office on the recommendation of the Greek Council.

d. Each group must submit a detailed schedule of events for their new member program to the Director of Leadership and Community Involvement on the Monday prior to bid weekend. The schedule must, at a minimum, include a comprehensive list of activities for each week. Each event/activity in the schedule should be briefly described. At this time a list of potential new members must also be submitted for grade verification.

e. No student may be invited to join a Greek organization without first achieving a minimum cumulative GPA of 2.0 or higher, as well as a 2.0 the semester prior to joining.

f. New member activities, organized or unorganized, are not permitted in the dining hall.

g. Students may not sleep in lounges.

h. No new member activity may distract the attention of a class away from the educational process.

i. All activities are expected to conform to the rules of conduct in the residence halls.

j. Activities may not occur off-campus unless first approved by the Director of Leadership and Community Involvement. No group may hold more than three approved events off-campus during new member programming.

k. Activities that interfere with or disrupt the lives or work of non-members are prohibited.

l. Each organization must have a registered faculty/staff advisor in order to conduct new member activities.

m. Once an individual has committed to a group and accepted a bid to be a new member, he or she may not join another fraternity or sorority at the College. An individual may not resign from one fraternity/sorority and join a different fraternity/sorority while enrolled as a student at the College.

2. Program Structure

a. New member activities are restricted to a maximum of 16 hours a week, with no more than 10 hours scheduled between Sunday at 5:00 p.m. and Friday 5:00 p.m.

b. Activities may not occur between the hours of 10:30 p.m. and 7:30 a.m. beginning Sunday evenings and Friday mornings.

c. New member education programs may be held in the second semester, beginning no earlier than bid weekend and ending no later th... Sunda... following the fifth full week of classes.

d. Organizations are required to provide new ... of study time per week. The organization is responsible for ... each ... member's time spent studying. The organizat... cific study hours for themselves, but no...

e. Organizations are encoura... to provi... for new members; for ex... semi... ment, career developm... lersh...

f. Organizations are en... d to ... would serve as a m... ing t...

relationship should be a positive, supportive one in which the active member helps the new member successfully transition into becoming an active, contributing member, as well as a successful student, both academically and socially.

g. Organizations are required to provide a written schedule of time commitments to both active and new members. At a minimum, a schedule must be provided on a weekly basis to provide students ample time to organize their academic and other responsibilities during a given week.

3. Policy Support

a. Positive and constructive examples of new member activities and motivational techniques are available through the Leadership and Community Involvement Office. The Director of Leadership and Community Involvement is available to meet with any organization to provide help in designing activities and programs. Groups are encouraged to include and consult their advisor during the planning process.

b. This policy is to be reviewed by the College Life Committee every spring in conjunction with the general Greek review process.

c. All new member educators/pledge educators are required to review this policy with the active members of their organizations before new member programming begins.

d. All organizations must have an internal system in place for dealing with active members who violate this policy and the rights of new members.

e. The new member educator and president from each organization must sign a Statement of Positive Association with the Director of Leadership and Community Involvement before programming may begin.

4. Hazing

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, on or off campus premises, intentionally designed to produce mental or physical harm, discomfort, harassment, embarrassment, or ridicule. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines, regulations, and/or policies of the College.

Hazing violations will be dealt with by the College's judicial system. In addition to those sanctions included in the judicial system, the Dean of the College staff may administer sanctions that include, but are not limited to, warnings, suspensions, or disbandments of organizations. Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year.

This policy acknowledges the role that peer pressure and acceptance play a large role in new member programs. With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate.

Illinois State Law states, "A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person." Hazing is a Class A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable by up to three years in prison.

The following hazing activities are expressly forbidden at Lake Forest College:

a. Consumption of alcohol at any time during a new member program.

b. Required consumption of any liquids or solids, or placing liquids or solids in the mouth of a new member, other than the normal uncoerced intake of beverages and food.

c. Wearing of conspicuous, potentially embarrassing, articles of clothing/outfits that draw unusual attention to a new member or that are not normally in good taste.

d. Testing, quizzing, or interrogating new members, which includes "line-ups," with the fear of punishment or ridicule upon failure.

e. Required greetings for new members when they interact with active members that are inappropriate, or embarrassing, or use derogatory nicknames.

f. Any outdoor activity that is not first approved by the Director of Leadership and Community Involvement (given new member programs occur during cold weather time).

g. Calisthenics/aerobic activities (for example, running, push-ups, etc.) that are not first approved by the Director of Leadership and Community Involvement.

h. Blindfolding without an explanation for the new members of what is to occur and without an advisor present.

i. Punishments of any kind (physical or psychological), other than probation or expulsion, for not meeting expectations.

j. Physical abuse of any kind.

k. Psychological abuse of any kind, including verbal harassment and berating.

l. Acts of personal servitude (washing laundry, serving food, etc.) by new members for active members or others.

m. Disrupting or prohibiting an adequate amount of sleep per day.

n. Disrupting or prohibiting an adequate amount of study per day.

o. Public stunts aimed at embarrassing or putting new members on public display.

This list is not inclusive of all possible activities that might be deemed inappropriate by the College and Greek Council. Groups are strongly encouraged to regularly consult the Director of Leadership and Community Involvement if they are uncertain about whether or not a specific activity is consistent with College policies.

If new members have concerns about the pledging process or experience problems as a result of it, they are encouraged to contact the Leadership and Community Involvement Office or their Residence Staff for assistance or information.

Group Responsibility Policy

A student organization may be disciplined for a violation of College policy committed by an individual, whether or not the individual is a member of the organized group, if the group or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the group's own influence and authority to prevent it.

SECTION II: ADMINISTRATIVE OFFICES

ADMISSIONS

Patterson Lodge, ext. 5000

The Admissions staff encourages the participation of students, faculty, and staff in the admission process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

ALUMNI AND DEVELOPMENT

North Hall, Third and Fourth Floors, ext. 6000

The Office of Alumni and Development reaches out to the College's external constituencies. Responsibilities include raising financial support; maintaining contact with alumni, past and present parents, and friends; and organizing certain events (including Homecoming & Reunion, Family Weekend, and alumni activities).

ALUMNI PROGRAMS

North Hall, Fourth Floor. ext. 6000

The Alumni Programs Office organizes activities to maintain relations with former students of the College. The office also has specific programming that facilitates interaction between alumni and current students via the Alumni Association, Student Alumni Association, and special events and activities.

ATHLETICS AND PHYSICAL EDUCATION

Sports Center, Ice Rink, and Halas Hall, ext. 5285

The athletics program is designed to serve student needs and interests in five distinct areas: varsity athletics, club sports, intramurals, physical education, and general recreation. Facilities are available for racquetball, handball, indoor and outdoor volleyball, tennis, weight training, hockey, ice skating, basketball, swimming, and general fitness. Facility hours for the Sports Center and Halas Hall, including pool and weight room hours, are posted by the main entrance of each building. Gym hours are posted monthly. The fitness room is open whenever the building is open. Halas Hall hours are posted at the Sports Center and at Halas Hall. Public locker rooms, equipped with showers (and saunas in the Sports Center), are available in the Sports Center and Halas Hall. No permanent lockers are issued; consequently, locks must be removed after each visit. The ice rink is available for free skating, and those hours are posted in the rink and on the facility hours poster. There are no locker rooms available at the ice rink. Lake Forest College identification is required for entrance to all buildings and for use of all facilities.

Lake Forest is a member of the NCAA Division III, competing in both the Midwest Conference and the Northern Collegiate Hockey Association. The College sponsors 17 varsity sports (basketball, cross-country, football, handball, hockey, soccer, swimming/diving, and tennis for men; basketball, cross-country, handball, soccer, softball, tennis, and volleyball for women). All teams have open tryouts, and you should contact the respective sports coach if you are interested.
The College has an extensive club sports program. These student-run programs compete against local colleges and clubs both on and off the Lake Forest campus. Some of the sports offered at this level include baseball, rugby, men's and women's lacrosse, men's volleyball, golf, sailing, water polo, track, and fencing. For more extensive information, please turn to the Club Sports section in this handbook.

Intramural programming runs throughout the academic year and is open to students of any talent level. The most popular intramurals are indoor soccer, basketball (3 on 3 and 5 on 5), volleyball, hockey, and flag football. Students can sign up for these sports and others at the Sports Center or Leadership and Community Involvement Office.

Physical education classes are offered on a credit/no credit basis to encourage participation. A list of these classes can be found in the annual course schedules, and students should register for these classes through the Registrar's Office. Currently the Athletic Department offers classes in golf, racquetball, lifetime wellness, lifetime fitness, lifeguarding, scuba diving, weight training, advanced conditioning, and aerobics.

BUSINESS OFFICE

North Hall, First Floor, ext. 5030

The Business Office oversees the Cashier, Facilities Management Department, Financial Aid, Purchasing and Accounts Payable, Student Accounts, and Personnel Offices. In addition, the Business Office is responsible for student employment and all internal accounting, budgeting, and accounting for special funds and grants.

CAREER DEVELOPMENT CENTER

Ravine Lodge, ext. 5240

The Career Development Center (CDC) helps students develop career objectives and prepare post- graduate plans. A wide variety of resources are available to aid the student; for example,

- individual career counseling featuring various assessment tools;

- information and employer network (alumni and employer contract information);
- reference books on a variety of careers;
- graduate school directories and catalogs;
- notices of full-time and part-time jobs, internships, and special opportunities and programs;
- credential file service;
- on campus recruiting including the Illinois Small College Placement Association; and
- Web-based resume referral service.

The CDC also provides workshops on writing résumés and cover letters, graduate school preparation exams, job hunting tips, etc., throughout the year. Other activities include the CDC Alumni Mentor Program, resume book service, and the Alumni Ambassador program.

COMMUNITY EDUCATION AND GRADUATE PROGRAM IN LIBERAL STUDIES

Young Hall 222, ext. 5083

This office aims to meet the needs of nontraditional-age students returning to school, both at the undergraduate and graduate levels. It provides academic counseling, as well as other support, to nontraditional-aged students. The Graduate Program in Liberal Studies is an innovative liberal-arts program for adults.

DEAN OF THE COLLEGE

Young Hall 212, ext. 5200

The Dean of the College staff is responsible for academic advising, student learning programs, residential life, student conduct matters outside the classroom, withdrawal from the College, New Student Orientation, student records, vending, veteran affairs, emergency/off-campus program loans, and review of damage charges. In addition, the Dean of the College Office oversees Leadership and Community Involvement, the Career Development Center, the Counseling and Health centers, Security and Public Safety, Intercultural Relations, Chicago Alliance, and Residential Life.

FACILITIES MANAGEMENT DEPARTMENT

Facilities Management Building, ext. 5040

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, groundskeeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

FINANCIAL AID

Patterson Lodge, ext. 5103

The Financial Aid Office assists students in determining their eligibility for institutional, state, and federal financial aid programs.

INTERCULTURAL RELATIONS

Young Hall 222, ext. 5105

The Intercultural Relations Office (IRO) is charged with promoting intercultural dialogue, understanding, and respect among the many cultural identities represented within our diverse academic community and with advancing the successful learning experience for individual students through graduation and beyond. The office supports a range of activities designed to fulfill its mission, including (1) developing and sustaining coalition building among students, faculty, staff, and alumni; and (2) acting as an advocate for the needs of students from groups served by the office, which includes, but is not limited to, groups traditionally underrepresented at Lake Forest College. The IRO also publishes an Intercultural Resource Guide designed to assist intercultural students with the transition and acclimation into the Lake Forest College community. It includes academic support services, successful student strategies, and campus and community resources.

LEADERSHIP AND COMMUNITY INVOLVEMENT

Commons, ext. 5210

The Leadership and Community Involvement Office coordinates and sponsors social, cultural, and educational events, arranges trips to cultural and entertainment events in Chicago, oversees

scheduling and reservations on campus, and supervises the Game Room. The office coordinates the Leadership Lake Forest Program, the Community Service Coalition, the student organization directory and registration process, the weekly and daily campus calendars, and New Student Orientation. Leadership and Community Involvement also provides services regarding international student IDs and information about Chicago.

The Leadership Lake Forest Program seeks to provide a comprehensive leadership learning experience for students. The program sponsors events and services such as retreats, workshops, speakers, trips to regional conferences, organization training and consulting, honors and awards programs, and numerous opportunities for gaining leadership experience.

PERSONNEL

North Hall 106, ext. 5036

This department processes the paychecks of regular College employees. Annual W-2 Wage and Tax Statements are issued from this office. All student employees must file annual federal and state W-4 and I-9 statements with the Business Office. Student paychecks are issued biweekly and are available from the Cashier. Advances for paychecks are issued only when a department head or College administrator fails to process a time card.

PRESIDENT

North Hall, Second Floor, ext. 5100

The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Provost and Dean of the Faculty, Dean of the College, Vice-President for Alumni and Development, Vice-President for Business, as well as the Director of Admissions, the Director of Athletics and the Director of Intercultural Relations.
The President's Office maintains regular College hours. The President has open office hours for students, and students can also schedule appointments. In the President's absence, his assistant will refer inquiries promptly to the appropriate person.

PROVOST AND DEAN OF THE FACULTY

North Hall 209, ext. 5020

The Dean of the Faculty oversees all academic programs and departments, Community Education, the Registrar, Library and Information Technology, the Writing Center, the Learning and Teaching Center, and together with the Dean of the College, faculty advising, and academic discipline. In addition, the Deans periodically review the academic records of every student and notify students of their progress toward obtaining a degree.

REGISTRAR

North Hall 103, ext. 5025

This office handles course registration, course information, and transcripts.

SECURITY AND PUBLIC SAFETY

Commons, Second Floor, ext. 5555

Security and Public Safety is charged with maintaining the safety and the protection of the entire campus. This goal is best achieved in partnership with the College community. Security and Public Safety is eager to provide the training, services, and assistance necessary to ensure a safe and enjoyable collegiate experience. To that same end, all members of the community and their guests are expected to comply with all College policies. In addition, ID cards must be carried and must be presented upon request by a Security Officer or any other College official.

SECTION III: CAMPUS SERVICES

BOOKSTORE

Commons, ext. 5221

The College Bookstore, run by Follett, carries books assigned for courses, leisure reading paperbacks, books by faculty authors, art supplies, school supplies, sundries, T-shirts, greeting cards, magazines, and newspapers.

CASHIER

North Hall 107, ext. 5032

Students can cash checks up to $60 twice per week and can also pay their tuition bills at the Cashier's desk. Students forfeit the right to cash their personal checks if two of their checks are returned by their bank. There is a $20 service charge for any check returned by the bank. Paychecks are issued no sooner than the Friday following submission of time cards. A picture ID is required in order to pickup or cash a check. If a student loses a paycheck, there is a $20 charge to stop payment or reissue. Cashier hours are from 8:30-12:00 and 12:30-4:30. No transactions after 3:30.

CHICAGO ALLIANCE

North Hall, ext. 6021

Founded in 1998, the Chicago Alliance (CA) helps the College community more efficiently and effectively utilize Chicago's academic, career, cultural, and social resources through off-campus excursions and on-campus programming. The Alliance works collaboratively with students, faculty, staff, alumni, and Chicago/Chicagoland institutions in deliberate programming to ensure students experience a well-rounded view of what the great Windy City has to offer.

COUNSELING CENTER

Hotchkiss Hall, ext. 5240

Individual counseling is available to students who are experiencing personal, emotional, and/or academic difficulties. In addition, a variety of seminars are available to all students who may wish to further their personal growth and development. The workshops generally focus on enhancing the effectiveness of one's ability to communicate and relate to others, increasing achievement motivation, managing test anxiety, and improving study skills. Complete confidentiality is assured, and services are available free of charge.

EMERGECNY LOANS

(For emergencies or off-campus programs)
Loan funds are available from the Dean of the College Office for short-term emergency expenses and to assist students who wish to participate in off-campus study programs, practice teaching, or other academic opportunities directly supported by the College.

Loans will be granted for specifically demonstrable emergency educational or personal expenses (for example, medical expense, travel expense due to death or illness in the family, etc.). A nominal interest charge is levied for use of these funds, and payment is due no later than the end of the semester in which the loan was granted. Grades and transcripts will be withheld for delinquent accounts.

Funds are not available as a loan to pay College bills or other expenses that should normally be anticipated as a cost of attending college (for example, telephone bills, car maintenance, etc.).

FAX SERVICES

Print Shop, ext. 5082

Fax transmissions may be made in the College print shop. The charge for outgoing national faxes is $1 per page; for international faxes the charge is $3 per page. All incoming personal faxes cost $1 per set. All personal faxes are COD.

FOOD SERVICE

Commons, ext. 5225

The Food Service is run by ARAMARK. Menu choices are designed to please the tastes of the majority, while at the same time allowing for some individual preferences. Suggestions and comments from students are welcome.

A student ID card with a valid Food Service bar code is required for entry into the dining hall. Meal access privileges are nontransferable. Commuter cards are available for non-resident students. Guests must pay cash for their meals. Students on the meal plan who do not have their ID cards with them will have to see a manager. In some cases, a temporary replacement card will be issued.

HEALTH IMMUNIZATION POLICY

All Lake Forest College students registered for course work (excluding auditors) must comply with the Illinois State Department of Public Health College Immunization Code and the health immunization policy of Lake Forest College. Proof of Immunization forms are available at the Health Center.

The policy requires compliance by the end of the first semester of attendance. Students who are not in compliance with the policy will have their second semester registration canceled until they have fulfilled the necessary requirements. A late registration fee will apply.

Student Health Services will implement the policy. All exemptions from compliance to the policy must be validated by Student Health Services. These exemptions may include medical, age, and religious reasons as stated in the Illinois policy. Requests for exemption must be initiated by the student and completed by November 1 for students entering the school fall semester and by August 1 for students entering the school spring semester.

If a student is not in compliance at the time of withdrawal from the College, the Dean of the College or Community Education Director will mark the student's file clearly in the event readmission should be sought at a later date. Readmission consideration will not be granted until the medical form has been properly executed.

HEALTH INSURANCE PROGRAM

All full-time and part-time undergraduate students are required and eligible to participate in the student health insurance program unless a written waiver is presented indicating evidence of equal or superior coverage. Insurance waiver forms may be obtained from the Business Office. Completed waivers must be returned to the Business Office by September 15 for full-year registration and by February 1 for spring semester registration. The provisions of the College Insurance Plan are detailed in a pamphlet available in the Health Center or Business Office, as are claim forms. It is the responsibility of the student or parent to complete the claim form and to submit it to the Business Office for processing.

The College carries an additional insurance policy for intercollegiate athletics for "in- season" varsity athletic related injuries; this policy looks first to other coverage and has a $250 deductible per injury.

Students enrolled in any program abroad are required to have insurance coverage for medical evacuation and repatriation of remains. A separate policy is available for students not covered by the College insurance. Contact the Business Office.

LIBRARY AND INFORMATION TECHNOLOGY (LIT)

Donnelley Library, ext. 5055

Library and Information Technology includes both library and computing services. LIT is responsible for helping students find, evaluate, and utilize information and technology effectively.

Computing Services

LIT is responsible for computer, network, and telephone systems. All students are eligible to receive accounts for using e-mail, the World Wide Web, personal Web pages, and laser printers.

The main computing laboratory, located in Johnson B, contains both Macintosh and Windows computers. The Johnson lab is open 24 hours a day, and lab assistants are on duty seven days a week. A computer training lab is located in Donnelley Library Room 50 and is available for general computing use when classes are not in session in the lab.

A variety of software is available on the lab computers for word processing, statistical analysis, Web browsing, e-mail, etc. This software may not be removed or duplicated for use on personally-owned computers. All computer labs are connected to the College network and to the Internet. Students living in the residence halls may connect personally-owned computers to the campus network at no charge. LIT staff are available to assist students with this process.
Lake Forest College computing services exist for the primary purpose of transmitting and sharing information in endeavors that support the academic mission of the College. It is the policy of the College to provide the broadest possible access to technology resources for all members of the College community. LIT staff closely monitor the allocation of technology resources, and may, when deemed appropriate, prohibit activity that consumes excessive amounts of network bandwidth or computing resources.

Students may not run servers on the campus network without first receiving permission from LIT. Under no circumstances may the campus network be used for unauthorized distribution of copyrighted software or any other form of intellectual property. Violations of these policies will result in judicial sanctions, and, depending on the nature of the violation, may be subject to state or federal prosecution. Questions about these policies may be referred to the Director of LIT.

Libraries: Donnelley and Freeman Science

The Donnelley Library is the main campus library and is open 96 hours per week during the academic year. The Freeman Science Library, located adjacent to the Johnson Science Center, houses the Chemistry and Physics collections. The main telephone number for the Libraries is 735-5056. The Web page for the Lake Forest Library is located at http://www.lib.lfc.edu This page will connect to ILLINET Online, the library's catalog. College patrons may use ILLINET Online to locate books at the College, as well as request books from other academic libraries in Illinois. The Library Web page also connects to a large number of periodical databases, which allow College patrons to look for journal articles. Some databases are available on campus only.

Library services include Reference, Circulation/Reserves, Audio/Visual (including a digital video editing workstation), Interlibrary Loan, Special Collections, and classrooms. While the brief descriptions below will give an idea of the library services offered at the College, detailed information is available from the Library's Web page. The Reference Desk is located on the main floor and is the place to go for help in using the library and doing research for class assignments and research papers. Students may schedule individual appointments or may stop by the desk any time for assistance.

Circulation/Reserves is located just to the left as you enter Donnelley. This is where you may check books out, pick up books requested through ILLINET Online, and look at Reserve materials. Reserve materials are books and articles that faculty have held aside for their students to use in specific courses. Reserve materials may not be checked out of the library. Photocopiers are available at Circulation/Reserves as well.

Audio/Visual is located on the lower level of Donnelley. Students may use Audio/Visual services to watch videos in the library (both for pleasure and for class), listen to music or voice recordings, or edit digital video. Non-text reserve items are also located in Audio/Visual. Audio/Visual staff are available to assist with microfilm readers as well.

Interlibrary Loan is a service through which students can request copies of journal articles and non ILLINET books. This service is provided free of charge. Most requests for journal articles can be filled within two weeks.

Special Collections houses rare items from the Library's collection as well as College records. Special Collections material must be used in the Special Collections reading room. The College Archivist is available to help students locate and use this material.

Classrooms are located on the lower level of Donnelley and one of them, Rm. 50, doubles as a computer lab when it is not being used for class. Students may use either Macs or PCs and may print in Room 50.

Telephone Services

Local telephone service is provided for all students living in residence halls. Students must provide their own telephones. Long distance service is available, or students may use telephone credit cards from their long distance carrier.

Misuse of campus telephone systems for placing prank or harassing phone calls will incur judicial sanctions. If you receive harassing or prank phone calls, please contact Security and Public Safety immediately.

MAILING SERVICES

Commons, Lower Level, ext. 5037

All mail and packages are received and processed through the College Mail Room. The service window is open from 10 a.m. to 5 p.m. Monday through Friday. Students are assigned a box for the period of time they are in attendance at Lake Forest College. Box numbers and combinations will be mailed with the welcome packets.

The correct format for addressing incoming mail to a student at Lake Forest College is:

Student's Name
Box #0000
Lake Forest College
555 N. Sheridan Rd.
Lake Forest, IL 60045-2399

Packages may be shipped by USPS, Airborne Express, or UPS. Please see the Mail Services Web site for details of these and other services.

PRINTING SERVICES

Young Hall Annex, ext. 5082

Photocopiers are available for either self- service or operator-assisted copying at a nominal charge. A variety of papers, included recycled, is available for resumes; and matching envelopes are stocked, as well as a selection of colored papers for brochures, announcements, and flyers. Professional graphic design services and offset printing are available for student organizations, as well as the various College departments. Hours are Monday-Friday, 8:30 a.m. - 5 p.m.

RENTAL VAN POLICY

Facilities Management, ext. 5040

1. One twelve passenger van, and 2 fifteen passenger vans that can be rented only for College funded and College sponsored activities. Non-Lake Forest College people are not allowed in the vans.

STUDENT EMPLOYMENT

Business Office, ext. 5031

Students interested in obtaining employment on campus should apply at the Business Office. Student aid recipients whose employment offer reads "federal work-study" will be placed first. All student employees must have completed and have on file W-4, I-9, and authorization forms before work begins. These forms are available in the Business Office from the Student Employment Coordinator.

STUDENT HEALTH SERVICES

Health Center, Sports Center, ext. 5050

Student Health Services, in cooperation with Lake Forest Hospital, exists to assist students in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities. Emotional and physical needs of the students are met in a way that is both corrective and educational. Health care for faculty and staff is not normally provided by Student Health Services. However, in an emergency, treatment will be provided and immediate arrangements made for further emergency treatment elsewhere.

Charges

Services are provided at the Health Center for students who have paid the clinic fee. Scheduled visits at the Health Center with the nurse or physician, dressing changes, physical examinations, mono spot, rapid-strep, urine tests for pregnancy, wellness teaching, and suture removal are included. All other laboratory work, medication, and diagnostic x-rays are not covered by the clinic fee.

Emergency Service

In the event of an urgent illness or injury occurring when the Health Center is not open, the student should be seen in the Emergency Department of Lake Forest Hospital.

Health Records

All new transfer, resident, and commuter students are required to complete a Medical History Report. A current immunization history is required prior to registration. Students will not be permitted to register until the completed Medical History Report is received by Student Health Services.

If a student leaves the College and returns after a period of one year has elapsed, the medical report record must be updated by reporting to the nurse at the Health Center for reevaluation. If the student remains at Lake Forest College without leaving for a period greater than one year, the health record will remain valid. This health record becomes a permanent part of the student's health file. When the student leaves the College, having graduated, transferred, or withdrawn, the health record will be kept for no fewer than five years. The professional staff of Student Health Services will chart in the student's health record. The health record will remain confidential and information will be released only with the written permission of the student.

Meals

In the event that a student is confined to a residence hall due to illness or injury, a meal ticket for a sick tray order may be obtained in the Health Center or after hours. In most cases the Outta Here program will be used for sick meals.

Sports Injury and Team Physicals (Varsity Athletes only)

Athletic-related injuries must be seen in the training room by the Head Athletic Trainer. A certified athletic trainer is in attendance at all home events, and an experienced student trainer travels with the team to most away contests. If a student-athlete needs medical attention at any other time, the injured student should be taken to the Lake Forest Hospital Emergency Room.

Physical examinations are required of all students who play varsity athletics. New students (freshmen and transfers) who plan to participate in intercollegiate athletics must go through an orthopedic screening performed by the College's team physician. In addition, all new student-athletes must obtain a physical exam prior to their season. The exam should be conducted by the student-athlete's primary care physician during the summer months prior to enrollment. Physical forms are mailed around July 1.

If these requests are not met, students will not be permitted to participate in intercollegiate athletics. Physical screenings for returning athletes are done by the Health Center and Athletic Training Staff or by their own physicians. Physical examination forms can be picked up at the Health Center or Training Room.

2. Only the Faculty advisor of a recognized student group may make reservations for student groups. Students may not reserve vans for any reason. Reservations are made by returning to Facilities Management a completed van reservation form. The form must be signed by the group's sponsor. If the sponsor will not be accompanying the trip, the form must also be signed by a qualified counter-signer.

3. The Vans are reserved on a first come, first serve basis.

4. Drivers must have a valid U.S. operator's license and be registered with Facilities Management. A sponsor that accompanies a trip does not necessarily have to drive or be a registered driver. When registering a handout with the van policies will be given by Facilities Management.

5. Van reservations must be made 24 hours prior to the actual time requested. Reservations will be confirmed by Facilities Management.

6. The cost of renting vans is$1.00/1hr and $.45/mile. The misuse or damage of the vehicle will be the responsibility of the assigned driver and the faculty advisor who authorized the van rental.

WRITING CENTER

Carnegie Hall, ext. 5231

The Writing Center offers free tutorial assistance, information, and resources to all students who want to become better writers or who need to cope with unfamiliar writing tasks of every type: short papers, lab reports, business letters, cover letters, research papers, senior theses, or letters of application. The Director of Writing Programs, the Writing Center Assistant, and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance in better organization, outlining, and proofreading; writing instruction for non-native speakers; English language instruction for non-native speakers. Handouts on various aspects of writing are available free of charge and may be consulted in the Center's tutoring offices. A well-stocked library of style manuals and dictionaries may be consulted in the Center's tutoring offices. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note that the Writing Center is not a proofreading service, but rather a place where students learn how to write well.

The Writing Center is open to all members of the campus community at regular hours six days a week, Monday through Friday and on Sunday. Drop-in visitors are welcomed on a first-come, first-served basis, but students are encouraged to schedule appointments by phoning the Writing Center at ext. 5233. For hours and other information, visit our Web site at www.lfc.edu and go to "QuickLinks" or "Student Services."

SECTION IV: HONORARY SOCIETIES & AWARDS

HONORARY SOCIETIES

Alpha Psi Omega (Dramatics)

Alpha Psi Omega is a national dramatics honorary society dedicated to the promotion and recognition of excellence in college theatre.

Lake Forest College's Nu Sigma chapter was established in 1954 and for more than 40 years has served to honor scholastically outstanding students who have attained at least a 3.2 GPA overall and who have shown superior accomplishment in dramatic arts at Lake Forest College by participation in at least five productions.

Membership is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

Beta Beta Beta (Tri-Beta) (Biology)

Beta Beta Beta, whose Lake Forest College chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences.

To become an active member of Tri-Beta, a student must be a biology major and have earned grades of B or A in at least three biology courses counting toward the major, (one of which must be above the introductory level), must have completed the equivalent of at least three terms of study at Lake Forest College, and must have an overall 3.0 GPA in the major. Associate membership is open to any student with an interest in the life sciences who has earned a grade of B or A in two biology courses counting toward the major and has an overall GPA of 2.67. Members are elected each term, and officers are elected from among the active members at the last meeting of each school year.

Kappa Delta Pi (Education)

Kappa Delta Pi is an international honor society organized to promote excellence in education. It recognizes education majors who exhibit the ideals of scholarship, high personal standards, promise in teaching, and who make contributions to education. The Tau Psi chapter was chartered at Lake Forest College in 1994, replacing Kappa Phi Kappa, a local honor society.

During the spring semester of each year, students who have been admitted to the Education Department and have successfully completed fieldwork, as well as two other courses in education with a B (3.0) or better, and who have attained a 3.2 GPA overall are invited to join Kappa Delta Pi.

Omicron Delta Epsilon (Economics)

Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and deprivation a reality for all humankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985.

During the spring term of each year, students who have compiled a 3.0 GPA overall, a 3.0 GPA for at least 12 credits in economics (three Lake Forest College courses), and have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

Phi Beta Kappa

Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter (Theta of Illinois),

one of 262 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high quality liberal arts program.

Both faculty and students are members of Phi Beta Kappa. It is the faculty membership that each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors; but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is rare and is to be regarded as a special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring.

The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics and a foreign language appropriate for a liberal arts education.

Phi Sigma Iota (Foreign Languages)
Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an opportunity to come into contact with different aspects of foreign language and culture.

Candidates for membership must have reached the 300 course level in a foreign language at Lake Forest College or equivalent courses at another institution. They must also have a 3.00 GPA in a foreign language, as well as an overall 3.00 GPA.

Phi Sigma Tau (Philosophy)
Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of Dialogue, the journal of the national organization.

Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by Lake Forest College students and by faculty members from Lake Forest College and from outside institutions.

Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of course work, which must include three courses in philosophy.

Pi Sigma Alpha (Political Science)
Pi Sigma Alpha is the national political science honorary society. The Lake Forest College chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field.

To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at Lake Forest College and at least one at the 300 or 400 level); must have a B+ (3.33) average in political science courses above the 100 level; and must have an overall B (3.0) GPA in all courses.

Psi Chi (Psychology)
Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The Lake Forest College chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors.

In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Those students who qualify are invited to join Psi Chi.

Sigma Pi Sigma (Physics)
Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students. The original Lake Forest College Sigma Pi Sigma chapter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. Membership requirements are an overall B (3.0) GPA, excellence in physics, and the completion of courses through the sophomore level in physics. New members are chosen by present Lake Forest College faculty each spring.

Sigma Xi (Science)
Sigma Xi, The Scientific Research Society, is a national honor society established in 1886 by a group of students and faculty at Cornell University. The Lake Forest College chapter of the society, established on April 26, 1988, is one of more than 500 clubs and chapters worldwide. The society was established to honor and promote excellence in scientific research and to encourage a spirit of cooperation and companionship among scientists from all fields. Although scientific research is highly specialized, the society promotes a view of science that emphasizes linkages rather than divisions. Members of the Lake Forest College chapter include faculty and students. Qualified scientists are inducted into the society each year at an annual banquet. Students who have demonstrated a potential aptitude or ability in independent scientific research are elected as associate members.

STUDENT HONORS AND AWARDS

The College community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at the Fall Honors Convocation and the Senior Honors Convocation in May.

In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proved themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prizewinner's achievement.

Such distinction and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Fall and Spring Honors Convocations, collectively express and celebrate not only intellectual and personal excellence, but also the special, enduring relationship between present and past generations of Lake Forest College.

Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors. Awards and prizes other than those referred to above are presented at departmental gatherings or at chapter meetings of the respective honor societies.

GENERAL

The Alpha Sigma Kappa Class of 1938 Memorial Prize
This prize was established in 1993 by members of the Class of 1938 who were members of the Alpha Sigma Kappa fraternity. The prize is given to a senior student who has sustained a 3.4 GPA, has participated in at least two extracurricular activities on campus, and, in addition, has exhibited a strong commitment to community service while a student at Lake Forest College for at least the last two years. The recipient of the prize is chosen by the Dean of the College and two faculty members. The prize is presented at the Senior Honors Convocation in the spring.

The Bird Award for Intellectual Contributions to the Campus Community

The Bird Award recognizes an individual from the Lake Forest College community--faculty, staff, student, or friend--who brings to the campus a special measure of intellectual fervor and commitment. Such a contribution, demonstrated outside the classroom, may be evidenced either within or outside of campus organizations. The recipient is to be an individual who by action or words challenges the minds of others and who serves as a model for those who study or work at the College. The recipient is chosen by a committee composed of the President, the Provost and Dean of the Faculty, the Dean of the College, the Chair of the Trustee Committee on Student Affairs, and the current recipient of the award. The Bird Award, established by an anonymous donor in 1992, honors Elizabeth Bird Parks, Lake Forest College 1932, and her father, Harry Lewis Bird, Lake Forest College 1894. The Bird Award is presented at the Fall Honors Convocation.

The Peter C. Clute Award for Outstanding Character

The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose "boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by the staff in the Dean of the College Office, in consultation with other Lake Forest College students, "...shall be that Lake Forest College student whose uniquely positive attitude and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Spring Awards Convocation.

The Jacob Wardwell Edwards Prize

The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the freshman student who is judged to have demonstrated the most outstanding qualities of leadership by a committee composed of the Dean of the College, the Director of Admissions, and the Student Government President. The award is announced and presented at the Fall Honors Convocation.

The Scott Fossel Prize

The Scott Fossel Prize was established in 1993 to recognize a rising sophomore and a rising junior who exhibit positive leadership attributes in scholarly and/or extracurricular activities as Mr. Fossel, Lake Forest College 1975, demonstrated as a student. The recipients are chosen by a committee of representatives of the faculty, administration, and the Dean of the College, appointed by the Provost and Dean of the Faculty. The Scott Fossel Prizes are awarded at the Fall Honors Convocation.

The Emma O. Haas Memorial Awards for Merit in Scholarship

The late Judge John F. Haas, a graduate in the Class of 1900, established the annual awards in memory of his mother. A cash prize is awarded to a senior class student outstanding in scholarship as selected by the Dean of the Faculty. This award is announced and presented the day of the annual Senior Honors Convocation. Awards are also given at the Fall Convocation to the students with the best all-around academic record of the previous year's juniors and sophomores.

The Freshman Writing Contest Award

The Freshman Writing Contest Award was created to encourage interest and excellence in writing. The Contest is juried by faculty members, and the Award is presented at the Fall Honors Convocation.

The McPherson Prizes for Excellence in Scholarship

Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3,000 was contributed in 1899 by his friends to establish prizes in English, philosophy, French, German, Spanish, and dramatics. The winners are chosen by the department heads and are announced at the Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize

Awards are given each year to a senior man and a senior woman who are judged to have contributed the most to the College community. The selection committee consists of the three Student Government officers, two representatives from the Dean of the College Office, and one faculty member. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the Senior Honors Convocation.

Pearl E. Pauker Prizes

Two awards were established in 1989: the Pearl E. Pauker Prize in Writing and the Pearl E. Pauker Prize in Science. The former recognizes the students whose papers win honors in the Lake Forest College Writing Contest; the latter recognizes outstanding experimental science research below the senior prize level, for work done at Lake Forest College through the summer following the junior year.

Phi Beta Kappa Senior Thesis Award

This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. The award is presented at the Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

The Tamara Lee Wefler Award

This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955-1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs within the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of the three Student Government officers, two representatives of the Dean of the College Office, and one faculty member selected by the other members of the committee. It is announced and awarded each spring at the Senior Honors Convocation.

AMERICAN STUDIES

The W. Gordon Milne Prize in American Studies

This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a professor and chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded at Senior Honors Convocation to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

ART

The Alex F. Mitchell Senior Prize in Art History

This prize was established by Ramona Mitchell to honor the memory of her husband and colleague, Professor Alex F. Mitchell, who passed away in December 1996 after serving Lake Forest College with distinction as professor and chairperson of the Department of Art. The prize is intended for the student or students who, in the judgment of the chairperson and other members of the department, have been outstanding in art history. It is awarded at the Senior Honors Convocation.

ATHLETICS

Scholar/Athlete Award

The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Honors Convocation will be the Scholar/Athlete Award winner. There is a Scholar/Athlete Award for each class. The senior winner is honored at the Senior Honors Convocation.

The Nicholas J. Wasylik Senior Athletic Award

This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, coach, physical educator, and, in his earlier years, as assistant professor of Russian. The Award is presented to the senior athlete who best emulates the positive, outgoing attitude, as well as the drive and determination, of Nicholas J. Wasylik. The recipient is chosen by the Athletic Director in consultation with the members of the Athletic Department. It is awarded at the Senior Honors Convocation.

ECONOMICS

The H. Murray Herlihy Prize in Economics

This award was created and endowed in 1982, initially by a 1974 alumnus, as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior economics major at the Senior Honors Convocation.

The Warren A. Peterson Memorial Award in Economics

This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in economics, with grades, activities, and leadership qualities as the criteria used for selection. It is awarded at the Senior Honors Convocation.

ENGLISH

The Gail DeHerder Memorial Prize in Creative Writing

The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year at the Senior Honors Convocation to the senior who submits the best piece of creative writing.

GERMAN

The Wilhelm Meister Prize

This prize recognizes the achievement of the senior student who has made the greatest progress in German studies over four years at Lake Forest College. The recipient's career exemplifies the possibilities of a German major at the College for students with little or no background in the field. It is awarded to a senior chosen by the Department of Foreign Languages faculty and presented at a departmental meeting.

HISTORY

The Richard W. Hantke Award in History

This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized. In the opinion of the history faculty, this student must clearly merit recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

LATIN AMERICAN STUDIES

Senior Prize in Latin American Studies

Established by the Latin American Research Institute in the spring of 1997, this prize is awarded to a senior for excellence in Latin American Studies as demonstrated by the student's academic transcript and exemplary participation in research projects or internship programs related to Latin America. The prize is awarded at the Senior Honors Convocation.

LINGUISTICS

Superlative Achievement in Linguistics Award

This award is presented to a student who demonstrates superlative achievement in the linguistics

courses offered by the Department of Foreign Languages and Literature. It is usually awarded to a senior chosen by the language department faculty and presented at a departmental meeting.

MATHEMATICS

The Harold B. Curtis Prize in Mathematics

In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize, which is presented at the Senior Honors Convocation, is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department.

PHILOSOPHY

The Fran Asher Prize for Excellence in Philosophy

This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field that suggests unusual capacity for future work in philosophy. The prize is presented at the Fall Honors Convocation.

PHYSICS

The Harald C. Jensen Prize

This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Physics Department and is honored at the Senior Honors Convocation. The award is named for Harald Jensen, professor of physics, who served on the faculty for 31 years.

POLITICS

The Solly A. Hartzo Award in Politics

In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for 35 years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.

PSYCHOLOGY

The Sterling Price Williams Prize in Psychology

This prize in psychology, given by friends in honor of Dr. Williams, professor of psychology and philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The student to whom the award is made is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Senior Honors Convocation.

RELIGION

The Scott Award in Religion

In 1957 Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award of Excellence in the Study of Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given at the Fall Honors Convocation to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding course work in the department.

The Harry O. and Alvina Miller Prize
This prize was established in 1997 to be presented to the outstanding graduating senior religion student, chosen by the Chairperson of the Department. The prize is awarded at the Senior Honors Convocation.

THE SCIENCES

American Institute of Chemists Award
This award, given for demonstrated leadership and character, as well as high scholastic standing and potential for advancement in the chemical profession, is presented at a departmental gathering.

Analytical Chemistry Award
This award is given by the Analytical Division of the American Chemical society. The prize is a one-year subscription to the *Journal of Analytical Chemistry* and is awarded at a departmental meeting.

The Freshman Achievement Award in Chemistry
CRC Press of Cleveland, Ohio, gives annually a copy of the Handbook of Chemistry and Physics to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

The Fredericka L. Stahl Memorial Awards for Excellence in Science
Judge Haas established these annual cash awards in memory of his wife for excellence in science. The recipients of the awards are determined, in consultation with the Dean of the Faculty, by a committee of faculty members and announced at the Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences. Students who major in biology, chemistry, or physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Merck Organic Chemistry Award
Merck & Company of Rahway, New Jersey, presents a copy of the Merck Index at a departmental gathering to the outstanding student in organic chemistry.

SOCIOLOGY AND ANTHROPOLOGY

The Leo F. Van Hoey Senior Prize in Sociology and Anthropology
This prize was established in 1987 in memory of Professor Van Hoey, who served as chairperson of the Department of Sociology and Anthropology for 15 years. It is presented at the Senior Honors Convocation and is awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field.

SPANISH

The María Vélez de Berliner - Spanish Essay Award
This award was established by Jordan de Berliner to honor his wife, María Vélez de Berliner, a 1987 graduate of Lake Forest College. The award promotes, encourages, and rewards the study of Spanish language and culture. The essay competition is open to all students who have taken or who are taking Spanish courses at the 300-level or beyond and others who can prove proficiency at that level. The contest, however, excludes seniors. The award is presented at the Spring Awards Convocation.

SECTION V: RESIDENCE LIFE

RESIDENCE LIFE MISSION STATEMENT
Residence Life at Lake Forest College maintains a living and learning environment conducive to cognitive, social, and personal development. We provide an atmosphere that intentionally fosters individual development and growth. We support the educational mission of the College through

programming and community building. We attend to student needs individually within the context of the larger living, learning community.

RESIDENCE LIFE STAFF:

Resident Assistants (RAs)
Resident Assistants are specially selected and highly trained students who coordinate the day-to-day living and learning environment of the residence halls. They are available throughout the year to assist with academic, personal, roommate, and community living concerns.

Head Residents (HRs)
Head Residents are responsible for supervision of a specific residence hall. Head Residents are extremely responsible junior and senior students with at least one year of experience as an RA. They are specially selected and trained in supervision, conflict management, emergency procedures, and communication. Additionally, they have experience working with both individuals and groups on a variety of topics.

Resident Academic Fellows (RAF)
Resident Academic Fellows are professional staff assigned in addition to HRs and RAs in first-year residence halls. RAFs are graduate students chosen from prestigious research institutions to work with first-year students while pursuing a doctorate degree in their chosen field. They serve as mentors, advisors, and academic role models for first-year students and initiate cultural and academic programming while helping the residence staff perform its duties. Each RAF teaches at least one course a year in his or her specialty.

Area Coordinators (ACs)
Area Coordinators are trained professional staff who live on campus and work closely with the Residence Life staff to address daily student concerns. They provide on-call crisis intervention and mediation, adjudicate conduct cases, advise Hall Councils, and initiate educational and social programming within the residence halls. The Area Coordinator positions are half-time positions with regard to work in the halls. Each Area Coordinator also works half time in the areas of housing, career development, or campus activities.

Residence Hall Programs
The residence halls, as well as Leadership and Community Involvement, Intercultural Relations, and our many student organizations, offer a great many opportunities for students to participate in leadership, service learning, and governance across campus. The residence staff offers programs that address the needs of the each residence hall community. Residents are encouraged to take an active interest in the community life of their residence hall.

ADMINISTRATIVE AUTHORITY FOR HOUSING
Housing and specific room assignments are privileges that may be cancelled, withdrawn, or changed at any time at the direction of the Dean of the College or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

RESIDENCE HALL OPENING
All Residence Halls open at 9:30 a.m. on the day prior to registration for the given semester. Residents are required to check-in with a member of residence staff. During the check-in process, residents receive their room keys and sign the Room Inspection Forms (RIF). The RIF is an inventory of the furniture, fixtures, and condition of the floors, walls, door, and ceiling. Residence staff assess the room condition prior to check-in. It is the student's responsibility to review this form carefully prior to signing. By accepting a key and signing your inventory form, you are agreeing to all policies and procedures as outlined in this Student Handbook and Academic Planner.

RESIDENCE HALL CLOSING
At the conclusion of each semester, all residence halls close at noon the day after the last scheduled exam. At the end of the year, resident undergraduates must check out of their rooms 24 hours after

their last exam or by noon the Thursday prior to Commencement, whichever is earlier. Those graduating are required to leave by noon on the Sunday following Commencement. All residents are required to complete a room inspection at the time of check-out. Make an appointment with a member of residence staff to complete this step. It is the expectation of the College that students leave their room clean and damage free at the end of the semester.

All students who are approved for late departures must be available to work for a campus department a minimum of five hours both Thursday and Friday. Students working as ushers during Honors Convocation and Commencement must work a minimum of five hours. Students working for campus departments will be paid in accordance with the College policy on student wages. Ushers will be provided meals rather than financial reimbursement for their service.

Unapproved early arrivals or late departures will result in a fine (see section on fines below).

BOARD

The board plan may be purchased by nonresident students if they notify the Business Office at the start of the semester. The board plan will not be prorated for students who elect the plan after the start of the semester. Meals may also be purchased individually in the cafeteria. ARAMARK offers a prepayment program, which utilizes the ID card as a declining balance payment card and provides financial benefits for certain levels of prepayment.

DAMAGE POLICY

Damage is defined as any change in the condition of College-owned property occasioned by carelessness, accident, or intentional action on the part of students or their guests. At the end of the school year, all rooms will be inspected, and occupants will be charged for missing or damaged items. The condition of the room as indicated on the Room Inspection Form completed by the student and/or staff upon moving into the room will serve as the basis for the inspection when the student no longer resides in the space.

Charges, except in cases of vandalism, will be determined by the actual cost (material, labor and overhead) of replacement or repair of the property damaged. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained outside the College when the Facilities Management Department determines that is appropriate. Standards of type and quality of repair are to be determined only by the Facilities Management Department.

DETERMINING RESPONSIBILITY FOR DAMAGE

If the individual responsible for damage is identified, only that individual will pay. When the responsible individual cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage. In some cases judicial charges will be applied as well.

Resultant charges will be processed by the Facilities Management Department through its regular procedures. On a regular basis, the Damage Review Committee will examine the weekly damage reports and hear any student appeals. The billings will be generated with instructions that the individual(s) being billed may appeal to the Damage Review Committee if desired.

Appeals must be submitted to the Damage Review Committee within ten working days of the date on the damage charge notice. The Committee has the authority to cancel specific charges or to levy charges when investigation by the Committee or the Dean of the College Office yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage on campus rests with the Director of Residence Life. If there is no appeal or if the appeal is denied, the charge will be forwarded to the Business Office at the end of the ten-day period. No appeals will be accepted after the deadline.

DAMAGE CHARGES

Charges within student rooms will be determined by this list whenever applicable or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, *whichever is greater*.

Bed Frame	$250
Chair	$100
Door	$185
Desk	$275
Door-Refinished	$75
Doorknob and Lockset	$150
Dresser	$275
Lamp	$40
Light Fixture	$100
Light Fixture Globe	$35
Lock Core	$25
Mattress	$100
Medicine Cabinet	$200
Mini Blinds	$65
Mirror	$35
Paint	$100 (per wall/per coat) $125 (room)
Radiator Valve	$100
Screen	$50 - $150
Shower Curtain	$25
Sink	$150/+labor
Smoke Detector	$25
Telephone Jack	$65
Toilet	$250/+labor
Towel Rack	$35
Tub	$600/+labor
Tub-Refinished	$350
Wardrobe	$450
Waste Basket	$10
Window	$350 up
Window Lock	$50
Large Furniture	$500 up

ADDITIONAL FINES/BILLINGS

Early Arrivals (prior to opening)	$50 per day
Late Departures	(after closing) $200 per day or $50 per hour/per person
Failure to Properly Check out	$25
Removal of Furniture (from lounge or room)	$50 per item
Dismantling and/or Removal of Lofts	$65
Failure to Clean Room	$75
Insufficient Cleaning	$50
Garbage in Public Area	$50
Excessive Garbage	$75

If determined by the DOC office or Facilities Management that labor costs are greater than posted fees, fines may be higher.

ACCIDENTAL SPRINKLER HEAD DISCHARGE

A growing number of our residence halls are equipped with automatic sprinkler systems. These systems are effective, secure, and designed to only react to heat. Tampering with the individual sprinkler heads, such as knocking it or hanging something on it, can cause that head to discharge water. In the event that a sprinkler head discharges as a result of tampering, the student may be held responsible for any and all costs associated with damage to personal and College property and any resulting costs associated with the ensuing cleanup.

FIRE SAFETY

Fire safety is of paramount importance to everyone in the College community. In order to adequately safeguard lives, all individuals are required to evacuate the building, closing (but not locking) doors on the way out. Once outside, move well away from the entrance and exit doors. **All fire alarms are presumed to be real.**

Do not return to the building until you are authorized to do so. Students who fail to vacate the building during a fire alarm will be issued a judicial notice and will face sanctions.

In compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines:

1. Room decorations: Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quads. Fire retardant sprays are suggested for all wall coverings.
2. Appliance use in student rooms should be regulated by common sense. Do not overload one outlet with a myriad of extension cords and octopus plugs. An overload could cause an electrical fire. Students may not splice into the electric wiring for any reason.
3. Smoke detectors: Smoke detectors are furnished in each residence room and should not be tampered with or disconnected. A $50 fine for tampering will be assessed to each resident. Additional smoke detectors and approved extension cords are available at local hardware stores.
4. Trash cans should be kept away from bed coverings and furnishings. Do not store cans in closets. Do not throw cigarettes into trash cans.
5. The following are prohibited:
   a. Storage of flammable materials (including charcoal and lighter fluids)
   b. Storage of newspapers in residence halls
   c. Storage of motor-driven vehicles in residence halls
   d. Storage that impedes access to rooms
   e. Live cut trees
   f. Storage of/discharging fireworks
6. False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board and/or civil authority. Additionally, a fine of $500 may be imposed.
7. Individuals playing with safety equipment will be dealt with severely:

Fire Extinguisher Glass	$100
Fire Extinguisher (Shot Off)	$100
Missing Fire Extinguisher	$150
Exit Light (No Glass)	$100
Exit Light Glass	$25
Refilling Fire Extinguisher	$150

8. Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

9. In order to allow safe passage, balconies on all South Campus Quad Buildings must be kept clear of furniture, trash, bikes, and all other items. Balconies may not be used as an extension of student rooms to accommodate gatherings or parties. Students who fail to comply with balcony fire safety regulations will be issued a judicial notice.

TO REPORT A FIRE, CALL 911.

HOUSING CHANGES, CHARGES, AND CHOICES

A. Room and Board Charge: double and quad accommodations with board are available for $5,000 per person per academic year. Students selecting single rooms are charged a premium, depending upon the campus location.

B. Room Changes: Room change requests, including the singles wait list, may be applied for at DOC following registration. Students wishing to change rooms may fill out a request form in the Dean of the College Office. Room change requests are granted on a space available basis. Residents may not move into an open double as a single room. Due to the high occupancy of the residence halls, room changes may take between two to four weeks to complete if there is space available.

Approved room changes must be made within 48 hours. The Arrival and Departure Procedures published in this section should be followed. Failure to move or to return a room key will result in charges.

C. Roommate Conflicts: If a room change is requested as a result of a roommate conflict, all other means of resolution (roommate contracts, mediation, and arbitration) must be exhausted before a room change will be granted. Consultation with the residence life staff is expected prior to presentation of a room change request. Students may not request the removal of their roommate from the room for any reason. It is the expectation of the Dean of the College office that students make every effort to live together in a civil and responsible manner.

D. Room Change Instructions: You must check-in and check-out during the time allotted for moves, or the move may be canceled at the discretion of the Dean of the College Office.

1. Pack everything from the "old" room first.
2. Go to the "new" hall and complete the Room Inspection Form (RIF) for the "new" room with any available Residence Life staff member from that building.
3. Check into the "new" room:
   a. Get the keys to the "new" room at the time you sign the RIF.
   b. Ask the Residence Life staff member from the "new" hall to sign the Room Change form and return it to the Dean of the College Office.
   c. Complete the check-in portion of the RIF for the "new" room with any available Residence Life staff member from that building.
4. Move all your belongings to the "new" room.
5. Check out of your "old" room.
   a. Clean the "old" room.
   b. Turn in all the keys to the "old" room at the time you complete and sign the check-out portion of the RIF.
   c. Ask the Staff from the "old" hall to sign the Room Change form. You are responsible for returning the form to the Dean of the College Office.

E. Possible Fines:

Failure to check in to new hall/room	$25
Failure to check out of old hall/room	$25
Failure to return key	$25
Illegal room change	$50

Additionally, judicial sanctions may be issued for illegal room changes.

F. Room Draw: For students entering the College in the fall of 2000 and after, the matriculation deposit made at the time of acceptance will substitute for the required housing deposit, and no additional deposit will be required. The matriculation deposit is only refundable when a student leaves the College.

If these financial conditions are met after the date set by the Dean of the College Office, but before Room Draw, the student will be assigned a number at the bottom of the list of numbers for the student's class. Failure to meet the April 1 deadline will cause a student to be ineligible to exercise squatter's rights. A complete schedule of dates for the room selection process will be made available early in the spring semester on the College's Web site for residential life.

1. Room Rights—Upperclasspersons desiring to remain in the room they secured in the room selection process will be permitted to do so if certain criteria are met. The opportunity to "squat" will take place prior to Room Draw and specific information will be made available in the fall. First-year and transfer students are not eligile for room rights.
2. Room Draw—Students who are not eligible to squat, or choose not to do so, may select a room through their position on a randomized computer draw list.
3. Housing Wait List—No wait list will be established following the spring selection process. As spaces are available, they will be filled.

Students who want housing at any other time should complete an On-Campus Housing Form at the Dean of the College Office. During the academic year, assignments will be made as soon as possible and as space becomes available. Because a singles wait list is maintained throughout the academic year, students requesting housing will not be placed directly into a single room.

Individuals who have filed an off-campus application may not participate in room selection. Students living off-campus at the time of the draw will be presumed to be off-campus students for the coming term unless they make their change in status known to the Dean of the College Office prior to April 1.

G. Vacancies in Residence Hall Rooms: When students have a vacancy in their room, one of three things may happen:

1. The current resident(s) living in the room may find someone she/he would like as a roommate. If they agree, they should approach the Director of Residence Life together and request a room change, so that the friend can fill the vacancy. This should be done as soon as the vacancy occurs.
2. The current resident(s) can wait and take his/her chances of enjoying the extra space. If she/he does this, she/he is taking the risk of being assigned someone new. At any time, a new roommate assignment can be made by the Director of Residence Life, Dean, or Area Coordinator.
3. At some point, the Director of Residence Life will probably fill the vacancy with a student who needs a room change or is just moving onto campus. Once the Director of Residence Life has started the process of assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific.

H. Resident(s) Rights: The residence halls have been designed as spaces for students to sleep, study, and live. A student living in the residence hall is guaranteed a space free from their roommate's sexual activities or party activities. The roommate of students who engage in sexual activities or party activities without their roommate's explicit agreement to the activity, has the right to file a complaint against the student through residence staff, the Dean of the College Office, or Security and Public Safety. If the conduct is confirmed it may lead to the student being assigned to another room or losing campus housing priviledges completely.

I. Summer housing is available only for the following:

1. Students attending summer school at Lake Forest College, or
2. Undergraduate students employed at least 25 hours per week on campus.
3. Students with significant judicial records are ineligible for summer housing.

Applications are available in the Dean of the College Office and are due in April. Late applications will be accepted as space is available. The cost of summer housing is determined in

the spring, and a deposit must accompany the application. The deposit is refunded after the student checks out of the room for the summer, minus any damage or check-out fines or back rent owed. Summer residents must vacate the campus within 24 hours of termination of College employment or the completion of classes.

J. Off-campus approval will be given to all freshman, sophomores, juniors, seniors, and married students who submit an application to the Dean of the College Office. Freshmen may obtain an off-campus release if (a) pursuing an educational project (for example, tutoring in return for room and/or board) or (b) eligible for a work/live-in arrangement with a local family during the release period or (c) living at home. The applicant must submit a written statement that describes the terms and conditions of (a) or (b) with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

K. Married Students: The College has no provisions for housing students who are married or for housing students with infants or young children. Such students must make arrangements on their own.

L. Resident to Non-Resident:

Fall Semester

1. A student who has gone through the spring room selection process (room selection, squatter's rights, etc.) and decides to change residential status from resident to non-resident and notifies the Dean of the College Office by July 1 will be charged a $100 fine.
2. If the student informs the Dean of the College Office between July 1 and the last day of registration, he/she will be charged an additional fee of $100, creating a total penalty of $200. For students with a housing deposit on account, this penalty will be assessed against the deposit. Students with a matriculation deposit will have the fines assessed against their tuition and fees account.
3. If the student informs the Dean of the College Office after classes begin, he/she will be charged the $200 fine, and room and board costs will be prorated.

Spring Semester:

1. A student who informs the Dean of the College Office of a change in residential status from resident to non-resident and notifies the Dean of the College Office by January 1 will not be penalized.
2. If the student informs the Dean of the College Office after January 1 and between the first day of class, he/she will be charged $100.
3. If the student informs the Dean of the College Office before the first day of class, he/she will be charged $100 plus prorated room and board costs.

M. Reduction of Course Load: Resident students must seek permission from the Dean of the College to remain in student housing when reducing their load to part-time (that is, less than three courses).

HOUSING REFUNDS

Refund policy guidelines are published in the Lake Forest College Bulletin.

KEYS

Key Pick-Up: Residence hall room keys are available from the Residence Life staff when you check in and should be returned to the residence staff when you check out. A room key is issued to each student.

Lost Key Charges: An individual losing a room key or failing to return a room key at check-out will be billed $25, and the lock on the door will be changed.

Academic Keys: Student requests for academic keys must be accompanied by two signatures on the associated key card. One signature must be from the sponsoring professor; the other, from the Dean of the Faculty's office. All academic keys must be returned to Facilities Management by May 1 unless the sponsoring professor provides a letter indicating the period that the key will be

needed. The charge for keys not turned in by May 1 will be $25 per key. The student is responsible for the key and the fine. Students are not allowed to return keys to their professors or to drop unidentified keys into Facilities Management's key slot.

LOUNGES

There are two lounges, Red and Black and the Mojekwu Lounge, which are designated for academic and intercultural relations respectively. These lounges are specifically assigned to Red and Black and the United Black Association because they embody two highly regarded aspects of the mission statement of the College. These organizations, within their constitutions, invite the use of their lounges by other groups with similar intentions. This policy was developed, thoroughly discussed, and supported by the College Life Committee in spring 1995.

RESIDENCE HALL REGULATIONS AND SERVICES

Antennae: Radio or television antennae or cable/satellite dishes placed outside students' rooms are prohibited.

Appliances: Students are warned against overloading the electrical circuits in their rooms. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Air conditioners are not allowed in any College residence hall.

Area Coordinators: These are trained professional staff who live on campus and who work closely with the Residence Life staff to address daily student concerns. They provide on-call crisis intervention and mediation, adjudicate conduct cases, advise the Hall Councils, and initiate educational and social programming in the residence halls. The Area Coordinators' positions are half-time with regard to work in the halls. Each Area Coordinator also works half-time in the areas of campus housing, career development, or campus activities.

Balconies outside of South Campus Quad Buildings may not be used as an extension of student rooms for parties of any kind. Balconies must be kept clear of trash and debris at all times. Students are responsible for the balcony space immediately outside their room door.

Barbecue Policy Fires may only be lit in a grill or hibachi-type barbecue. Barbecues must be lit at least 50 feet from any residence hall or building. No college furniture or property may be used as kindling. No barbecues are allowed after dark. No accelerators may be used (lighter fluid, presoaked charcoal, propane, gasoline, etc.) or stored in residence halls. A chimney may be used to light coals. College policies regarding noise/quiet hours, trash, and alcohol must be observed at all times. A member of Security and Public Safety or residence staff may shut down a barbecue if appropriate.

Bicycles must be parked in assigned areas inside and outside the residence halls. Bicycles should be registered with the City of Lake Forest, which can be done at Security and Public Safety.

Candles and incense are prohibited in the residence halls.

Common wall space in the halls—whether in a hallway, study space, or lounge—is considered community space, and any signs posted or decorations hung must have the approval of Leadership and Community Involvement, the Dean of the College Office, or the Residence Life staff. Defacing or removing without permission signs or decorations that have been approved by the College is prohibited.

Courtesy hours are in effect 24 hours a day, every day, in all halls. This means that residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time including weekends.

Decorations should be guided by good sense. Mini blinds may not be removed from windows. Occupants are fully responsible for damages to their room. Nothing can be drilled, nailed, or screwed into the walls, ceiling, or floor.

Door decorations are encouraged but should be posted with consideration for community standards. Because doors open out onto hallways and other public spaces, they may be considered to be semi-public areas. As such, residents are asked to try to balance their own desires for free expression with the community's sense of decorum and propriety. If a student is asked to remove something that has been deemed offensive from the outside of a door—by either residents, residence staff, or any other member of the College community—he or she is expected to comply.

On the other hand, students have a right to post decorations on their door without the fear of unwarranted interference or vandalism of any sort. Defacing a resident's door or door decorations is prohibited.

Furniture provided by the college may not be removed from any room in any residence hall. there is no furniture storage available in the residence halls.

Guests: All guests must have a Guest ID card. These are available either from the Residence Life staff or from Security. Guests may share resident facilities for periods up to 72 hours per month. Any guest not having a Guest ID card is subject to arrest for trespassing. Any student hosting a guest without a Guest ID card is subject to judicial action. Students are responsible for the behavior of their guests at all times.

Halogen lamps are considered a fire hazard and as such are prohibited.

Hosting Prospective Students: Residents who host prospective students for admissions or the athletic department are responsible for remaining with their guest. The drinking of alcohol with prospective students is forbidden. Prospective students will not be allowed in any all-campus function where alcohol is being served. Students who circumvent this policy will be issued a judicial notice for improper hosting.

Housekeeping and maintenance services are the responsibilities of the residents, who are expected to help maintain a clean, healthy living environment in the hall. Problems should be reported to the Residence Life staff, who will contact the Facilities Management Department. The Facilities Management Department will only accept work/repair orders requested by the Residence Life staff. Daily housekeeping services are provided in all public bathrooms, hallways, and other public areas. Weekly housekeeping service is provided in halls with private or semi-private bathrooms. If bathrooms are excessively dirty, common area fees may be assessed to the floor or room for cleaning.

Laundry facilities are provided in all residence halls.

Lofts and bunk beds are allowed in the residence halls only if they are freestanding. They cannot be drilled, nailed, screwed, or attached to the walls, ceiling, or floor in any hall. Lofts found not to be freestanding will be dismantled. Damage and other dismantling charges will be billed to the residents. Furniture may not be removed from a room to accommodate a loft.

Lock-outs: Residence staff are on duty from 9:00 p.m. to 1:00 a.m.. During that time residence staff is required to key students into their rooms but may require a student ID. At other times residence staff are not required to key students into rooms. To get a lock-out key, bring your identification to Facilities Management which is open between 8 a.m. and 5 p.m.

Microwaves are prohibited.

Painting of residence hall rooms is prohibited.

Pets are strictly prohibited in residence halls or other public areas. This includes fish, reptiles, amphibians, and any other animal.

Quiet hours in Nollen are 24 hours a day, 7 days a week. In Cleveland-Young, Blackstone, Deerpath, Harlan, Lois, McClure, and Roberts quiet hours are 24 hours from 5 p.m. Sunday through 5 p.m. Friday. On Saturday and Sunday, they are from 2 a.m. to 10 a.m. In Gregory and Moore, quiet hours begin at 9 p.m. and end at 10 a.m., Sunday through Thursday. On Saturday and Sunday they begin at 2 a.m. and end at 10 a.m.

Noise levels should conform to reasonable standards allowing the pursuit of academic objectives at all times. At no time should amplification equipment or noise be directed outside the individual room or placed on the balcony. Courtesy, cooperation, and the exercise of individual responsibility are expected at all times.

Quad Areas: No furniture may be placed in the outside area of South Campus, known as the Quad, at any time.

Renter's Insurance: The College recommends that students take out a renter's insurance policy to protect their belongings against theft or damage. The College considers renter's insurance as the first line of restitution for damage to students' personal property.

Reservation of Nollen and Deerpath great rooms and Cleveland-Young common area: Reservations are made through the Dean of the College Office with the approval of the Director of Residence Life and residence staff. Resident use of space for studying has priority over other requests.

Room Parties: Traveling parties or progressive parties in which residents travel from room party to room party are prohibited. Organizations who wish to host large parties must follow the guidelines as set forth in the Student Handbook. Room parties that violate the College's noise and alcohol policy will be closed down. The residents of the room will be issued a judicial notice for "improper hosting."

Searches: Any school official who is legitimately in a student's room may react to any violation of the law or the regulations of the College based on visible evidence; for example, stolen property, weapons, illegal drugs or drug paraphernalia, and health hazards. Any kind of physical search, however, can be authorized only by court authority or by permission of the Dean of the College Office. A physical search involves opening drawers and/or closets, examining the contents of clothing articles, etc. To obtain permission from the Dean of the College Office for a physical search, application must be made to one of the Deans specifying the reasons for the search and the objects or information sought. The student occupant(s) should be present, if possible, during such a search.

Shipping to the College should be in care of the student, and shipped items may be claimed at the mailroom. Shipping to and from the College is entirely at the owner's risk.

Smoking is allowed in student rooms only with the consent of all roommates. Smoking is prohibited in the hallways and all public areas of the building. Deerpath, Cleveland-Young, McClure, and Nollen hall are smoke free.

Storage: There is no box storage available for student use within the residence halls.

Study Lounges are located in all residence halls and the cleanliness of lounges is the responsibility of all students. Removal of furniture is prohibited and subject to disciplinary action. Replacement or moving charges will be assessed against anyone who removes lounge furnishings.

Substance Free Housing: Cleveland-Young, McClure, and Nollen halls are substance-free residence halls. No alcohol may be stored or consumed within the building common areas, residents rooms, or hallways. Tobacco, incense, and candles are also prohibited in substance-free housing.

Students who believe that these procedures have been violated in any way should bring their complaints directly either to the Dean of the College or the Director of Residence Life.

RIGHTS AND RESPONSIBILITIES OF RESIDENTS

Residents are guaranteed privacy within the confines of their rooms on campus. Representatives of the College should not enter a student's room except under the following conditions. Rooms may be inspected:

1. For general physical conditions and/or damage, as well as for fire safety or health standards, when written notification has been given 24 hours in advance or when the student has requested inspection or repair work.
2. During vacation periods.
3. In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared.
4. When there are noises or disturbances that may affect others.
5. When, under the authority of the Dean of the College Office, there is evidence that College regulations have been violated. Such evidence is upon direct observation of the violation or upon report from an identifiable source.

VANDALISM

Strong punitive steps will be taken when an individual or group causes damage in a public area. If the individual is held responsible for the damage through the judicial system, a punitive monetary amount will be added to the replacement cost of the item(s). If the individual or group steps forward and accepts responsibility immediately following the damage, only replacement costs will apply.

SECTION VI: POLICIES & PROCEDURES

ACTIVITY FEE FUNDING GUIDELINES

The Activity Fee is determined by the Administration of the College in consultation with Student Government and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in suspension of a student's registration at the College.

The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds are made by Student Government, and the Dean of the College must approve the budget before any expenditures may be made.

The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced. The administration also reserves the right to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or if it is in the best interests of the College.

A review may be held at any time at the request of either Student Government or the Administration and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be undertaken by the College Life Committee, which shall report its findings to the Dean of the College Office.

Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

a. Maintenance of a representative Student Government;
b. Encouragement of responsible Student Government through procedures that recognize and reflect individual expressions of funding priorities;
c. Maintenance of an effective, community-wide communication system on campus (for example, The Stentor, WMXM);
d. Support of a comprehensive program of community-wide cultural activities;
e. Encouragement and support of a residence hall program;
f. Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

Procedures

a. The Budget of Student Government shall be set annually by the Government in the spring of each year.
b. All accounts of Student Government will be maintained within the College's accounting system and will be subject to semi-annual review by the College's Business Officer.
c. All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.
d. All expenditures must be in compliance with civil law and College rules.
e. Neither Student Government nor organizations granted "economic autonomy" may engage in deficit spending.
f. No Activity Fee funds may be used to purchase alcoholic beverages.

AIDS POLICY

It is the policy of Lake Forest College that students, faculty, and staff shall not be discriminated against on the basis of exposure to or infection by the human immunodeficiency virus that causes AIDS. Individuals who have been infected by the AIDS virus shall be afforded every reasonable opportunity to pursue their course of studies or employment as long as they are physically and mentally able to do so. All decisions regarding accommodation of infected individuals shall be

made on a case-by-case basis and with the benefit of competent medical and legal advice. All information regarding infected students, faculty, or staff shall be treated as confidential. In addition, this policy specifically provides for the following:

1. The President shall assign to appropriate administrators the responsibility to represent the College in all inquiries about the AIDS Policy, as well as for the implementation of related educational programs and support services, and shall designate those responsible for coordinating AIDS programs and services from the College's several constituencies.
2. Students and employees of the College who have been infected by the AIDS virus as indicated by a confirmed "positive" antibody test result and follow-up medical examination are encouraged to report their status to the office of the President, who shall retain final authority for approving accommodations that might affect the academic progress, housing assignments, and/or schedules of those individuals.
3. The President, acting through appropriate administrators, will be responsible for advising persons infected with the AIDS virus (a) of available treatment, counseling resources, and practices recommended to reduce the risk of transmitting the AIDS virus to others, (b) of procedures to follow in the event of a medical emergency, and (c) in the case of students (and their roommates), of available optional housing assignments that will include a single room choice.
4. Individuals who are infected by the AIDS virus and who knowingly engage in "unsafe" behaviors that place fellow members of the College community at increased risk of infection may be subject to disciplinary action, up to and including suspension or expulsion.
5. The policy of the College regarding confidentiality of records shall be applied to all information, correspondence, and data regarding students or employees known to be infected with the AIDS virus.
6. Where it is determined based upon competent medical authority that AIDS-infected employees or students can safely and ably pursue their course of studies or employment, all members of the College community will be required to assist the College in implementing the obligation to refrain from discrimination against any such individual.
7. Sanctions for violations of this policy may be appealed through the appropriate grievance procedure, but final authority for dismissal or termination from the College for a violation of this policy shall rest with the President.

ALCOHOL POLICY

The State of Illinois requires that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons, are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the State of Illinois. Lake Forest College, however, is not a law enforcement agency and therefore cannot assume official responsibility for enforcing the state liquor laws. College regulations reflect not only the law but also larger issues stemming from the use and abuse of alcohol in our national culture.

Regulations

1. Responsible Use of Alcohol
   a. Individuals: Alcohol abuse endangers student lives and is inconsistent with the educational purposes of the College. It is therefore considered a serious violation of College policy. Alcohol abuse may be manifested by behavior ranging from loss of motor control or slurred speech to vomiting or loss of consciousness. A first offense subjects individuals to an Administrative Warning and a required meeting with the Dean of the College, followed by a two-session mandatory evaluation by the Counseling Center of their use of alcohol. A second offense brings students to disciplinary action by the Drug and Alcohol Hearing Board with a minimal sanction of a Judicial Citation. A third offense shall ordinarily lead to a recommendation of suspension by the Board. [Note: The voluntary submission for medical or counseling review shall be considered a mitigating factor in the consideration of a sanction.]

   b. Organizations: Organizations sponsoring events at which beer and wine are served are responsible for assuring that their guests do not abuse alcohol and that all the regulations pertaining to the consumption of alcohol contained in the Facility Reservation Form are followed. Failure to exercise such responsibility will cause the organization to forfeit its privilege to host social functions over a period of time to be determined by the Dean of the College Office and may result in discipline up to and including the disbandment of the organization.
   c. General restrictions: No kegs, party balls, or bulk containers of any kind are permitted anywhere on campus. No drinking games of any sort are permitted on campus. No paraphernalia connected with drinking games—for example, beer bongs, funnels, or beer die tables—are permitted on campus. Any item of paraphernalia found by campus officials will be confiscated and disposed of (following the completion of any judicial matters involving the item).
2. The regulations stated in the Facility Registration Form are these:
   a. Activities of a party nature are discouraged during the day and evening preceding a class day, but when approved, will be limited to 35 people. Alcohol is not permitted at these events, and the space must be vacated by 11 p.m.
   b. Activities involving more than 35 people must be approved by noon on the Wednesday prior to the event. Activities involving fewer than 35 people must be approved by noon on the day when the event is to be held.
   c. The Facility Reservation Form must include the signature of at least two students who agree to be the student hosts. Hosting entails attending the event from beginning to end and ensuring that the function proceeds in accordance with College policies. These students must be 21 or over and are responsible for checking Lake Forest College student identification and supervising conduct. Student hosts may not consume alcoholic beverages during the event.
   d. No alcoholic beverages other than beer in cans and wine may be served.
   e. The College requires that a minimum of 50 percent of the total spent on alcohol at any social event be used for the purchase of non-salty food and equally attractive non-alcoholic beverages. No school funds (this includes the money from student fees) may be used for the purchase of alcoholic beverages, and no alcohol may be sold at the function. Reference to alcoholic beverages may not be used in advertising the event.
   f. At weekend events alcohol may not be served before 9:00 p.m. or after 1:30 a.m., and the space must be vacated by 2 a.m.
   g. If alcohol is served, the event may be open only to Lake Forest College students, faculty, and staff.
   h. Each campus organization may sponsor a maximum of six events per semester at which alcohol is served. This figure includes all events the organization may be involved with (as sponsors or co-sponsors) in any of the approved locations on campus. In addition, for each two events sponsored by an organization at which alcohol is served, a separate, all-campus nonalcoholic event must be sponsored with the Leadership and Community Involvement Office or members of the organization actively participating in the Campus Entertainment Committee as outlined by the Leadership and Community Involvement Office.
   i. Host groups are responsible for cleaning the areas in which the social event took place. This clean-up must meet the standards of Facilities Management and the Dean of the College Office. In public venues, for example, Commonplace and the Ice Rink, arrangements must be made in advance with Facilities Management for a clean-up by members of their custodial staff. Host groups are responsible for any damages in and around the reserved area.
3. Locations Where Consumption of Alcohol Is Permitted

   Consumption of alcoholic beverages is permitted only in private rooms, chapter lounges, in the Commons, and in the Alumni Memorial Field House (the ice rink) as specified below.

   a. Private Rooms

      Students are responsible for their own conduct and that of their guests in individual rooms. Room doors must be shut at all times when alcohol is being consumed. The occu-

pants of the room and their guests will be subject to disciplinary action for the violation of any of these rules as well as for excessive noise or overcrowding.

Balconies may not be used as an extension of a student's room for the purpose of hosting a private room party. Private parties that spill onto balconies will be closed by Security or a member of residence staff. Additionally, the hosts of the party will be issued a Judicial Notice for "irresponsible hosting."

b. Ice Rink

The ice rink may be used once in the early fall and once in the late spring for an all-campus function with alcohol. Only students with Lake Forest College IDs may attend. Any students 21 years of age or older must be given bracelets or have their hands stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served.

c. Commons

The Commons may be reserved for all-campus functions with alcohol through the Dean of the College Office. Facilities Management must be notified by the sponsoring organization in order to cover the floor with the tarp and provide extra trash cans. Only students with Lake Forest College IDs may attend. Any students 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served.

d. Chapter Lounges

Fraternity and sorority chapter lounges may be reserved for private functions through the Dean of the College Office on Friday or Saturday evenings. These functions may be attended by members of the hosting organizations, its alumni, and persons mentioned on a guest list. Only those people on the guest list are allowed into the lounge during the event. The total number of people on the guest list must be consonant with the capacity of the reserved chapter lounge as determined by fire safety authorities and publicly posted in each lounge. The guest list must be submitted, along with a facility reservation form, to the Dean of the College Office one week prior to the scheduled event.

All students must present their Lake Forest College ID to attend. Any students 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served. D.J.s, sound systems, and other loud music are prohibited at these events. Lounge windows must remain uncovered at all times.

4. Senior Parties

The senior class may schedule up to four parties, restricted to seniors and guests, at which alcoholic beverages other than beer and wine may be served.

Violations of these regulations, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and may be referred to the Conduct Board for disciplinary action, including suspension or expulsion from the College.

5. Athletics: Varsity, Junior Varsity, Intramural, and Club Sports

Alcohol is not permitted at any College-sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the Athletic Department; such discipline can be no less than suspension from participating in the next game or contest and may result in suspension for an entire season.

Education Program

1. New Student Orientation will include programming for all new students on responsible alcohol use and an explanation of College regulations.
2. A required meeting of all officers of campus sororities and fraternities will be held each fall to discuss responsible alcohol use and risk management and to explain College regulations. Any unexcused absence of a fraternity/sorority officer will result in removal of party privileges for three months. Other student organizations that wish to hold events at which alcohol is served must schedule a similar discussion with the Dean of the College Office.

3. All student organizations that wish to hold events at which alcohol is served must also host an all-campus alcohol education/awareness program (for example, speaker, mocktail party) one time per semester.
4. The College regulations will be reviewed with the faculty at the first faculty meeting each academic year.

Evaluation

This policy will be evaluated following spring vacation in the following manner:

1. The Dean of the College Office will submit to the President a statistical summary of alcohol-related discipline cases heard before the Drug and Alcohol Hearing Board and the Conduct Board no later than April 1. The Dean will also request an evaluation from the Counseling Center.
2. The President shall request a report from the head resident of each residence hall describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students by April 1.
3. The Student Government will be invited to submit its evaluation of the effectiveness of the regulation.
4. After summarizing these evaluations, the President will share the material with the College Council and following discussions will modify the regulations as appropriate.

COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Leadership and Community Involvement Office. Please note the following Commons regulations:

1. Animals are not permitted in the building.
2. Furniture may not be moved from one room to another except when approved by staff personnel.
3. No one is permitted to remain in the building after closing hours.
4. Solicitations are prohibited except under solicitation guidelines in this section.

DEPARTMENT/ORGANIZATION FUNDRAISING

College policy allows departments and organizations to work with the Development Office to seek external financial support for special projects. Those seeking to raise funds off-campus must adhere to the following guidelines:

1. Departments and organizations must first secure approval of the Dean, Vice President, or Director to whom they report. Students must secure approval of the appropriate instructor, faculty advisor, coach, or Athletic Director.
2. Departments and organizations should then contact the Development Office to discuss the proposed project, review the list of people and/or organizations to be solicited, and develop a fundraising strategy. Each department and organization will be responsible for implementation, related expenses, and acknowledgment of gifts. Each request will require approval of the External Fundraising Committee.
3. If necessary, the departments and organizations will work with the Business Office to create an appropriate account. All checks must be made out to Lake Forest College.
4. Donors will return their gifts to the Development Office so that they can be recorded and given to the Business Office to be deposited into the assigned account.

DRUG POLICY

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

1. Use, possession, sale, or distribution of illegal substances;
2. Abuse of over-the-counter or prescription drugs; and
3. Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Dean of the College Office and, as necessary, to the Drug and Alcohol Hearing Board.

Drug and Alcohol Abuse Prevention Policy Required by the Federal Government for a Drug-Free School.

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school:

1. Prohibited Conduct

   The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.

2. Applicable Legal Sanctions

   a. The Illinois Criminal Code classifies drug-related offenses (for example, manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending upon the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses:

Category Offense	Monetary Fines	Imprisonment of
Class A Misdemeanor	$1000 Up to 1 year	
Class 4 Felony	Up to $15,000 1 to 3 years	
Class 3 Felony	Up to $150,000	2 to 4 years
Class 2 Felony	Up to $200,000	3 to 7 years
Class 1 Felony	Up to $250,000	4 to 15 years
Class X Felony	Up to $500,000	6 to 60 years

   b. The applicable federal penalties and sanctions for illegal possession of a controlled substance are given at the end of this section.

3. Counseling Services and Rehabilitation Program

   The use of illicit drugs and the abuse of alcohol may result in serious health consequences. A description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811) is given at the end of this section. For more information, consult the pamphlet *Drugs and the Body*, which is available in the Personnel Office. Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Counseling Center. The Center offers individual counseling and may offer Peer Counselors and Drug and Alcohol Support Groups for additional assistance. Employees with group health insurance coverage should refer to the booklet, *Your Group Benefit Plan*, for coverage on drug and alcohol treatment. In addition, the Personnel Office has available as a reference resource, *Human Services for Lake County People.*

4. College Sanctions and Penalties

   Lake Forest College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or suspension and possible referral for prosecution. Each case will be evaluated on an individual basis. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. Biennial Policy Review

   This policy will be biennially reviewed by College Council to determine its effectiveness and to recommend changes to the program to the President if they are needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Source: "What Works: Schools Without Drugs" (1989), U.S. Department of Education

Federal Trafficking Penalties

CSA	Penalty		Quantity	Drug	Quantity	Penalty	
	2nd offense	1st offense				1st offense	2nd offense
I and II	Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than $4 million individual, $10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $2 million individual, $5 million other than individual.	10-99 gm or 100-999 gm mixture	Methamphetamine	100 gm or more or 1 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $4 million individual, $10 million other than individual.	Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than $8 million individual, $20 million other than individual.
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4,999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		

	Drug	Quantity	First Offense	Second Offense
	Others*	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual.
III	All includes anabolic steroids as of 2/27/91.	Any	Not more than 5 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 10 years. Fine not more than $500,000 individual, $2 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 6 years. Fine not more than $500,000 individual, $2 million not individual.
V	All	Any	Not more than 1 year. Fine not more than $100,000 individual, $250,000 not individual.	Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.

*Does not include marijuana, hashish, or hash oil. (See separate chart.)

As of January 1, 1996

Federal Trafficking Penalties-Marijuana*

Description	Quantity	First Offense	Second Offense
Marijuana	1,000 kg. or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not more than life. Fine not more than $8 million individual, $20 million other than individual.
Marijuana	100 kg to 999 kg. mixture; or 100-999 plants	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not more than life. Fine not more than $4 million individual, $10 million other than individual.
Marijuana	50 to 99 kg. mixture; or 50 to 99 plants	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.	Not more than 30 years. If death or serious injury, not more than life. Fine $2 million individual, $10 million other than individual.
Marijuana	Less than 50 kg. mixture	Not more than 5 years. Fine not more than $250,000 individual, $1 million other than individual	Not more than 10 years. Fine $500,000 individual, $2 million other than individual.
Hashish	10 kg. or more		
Hashish Oil	1 kg. or more		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

As of January 1, 1996

Controlled Substances

Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics											
Heroin	I	Diacetylmorphine, Horse, Smack	None in U.S., Analgesic, Antitussive	High	High	Yes	3-6	Injected, sniffed, smoked	• Euphoria • Drowsiness • Respiratory depression • Constricted pupils • Nausea	• Slow and shallow breathing • Clammy skin • Convulsions • Coma • Possible death	• Watery eyes • Runny nose • Yawning • Loss of appetite • Irritability • Tremors • Panic • Cramps • Nausea • Chills and sweating
Morphine	II	Duramorph, MS-Contin, Roxanol, Oramorph SR	Analgesic	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	II, III, V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine, Actifed w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Hydrocodone	II, III	Tussionex, Vicodin, Hycodan, Lorcet	Analgesic, Antitussive	High	High	Yes	3-6	Oral			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Oxycodone	II	Percodan, Percocet, Tylox, Roxicet, Roxicodone	Analgesic	High	High	Yes	4-5	Oral			
Methadone and LAAM	I, II	Dolophine, Methadose, Long-alpha-acetylmethadol, Levomethadyl acetate	Analgesic, Treatment of Dependence	High	High	Yes	12-72	Oral, injected			
Fentanyl and Analogs	I, II	Innovar, Sublimaze, Alfenta, Sufenta, Duragesic	Analgesic, Adjunct to Anesthesia, Anesthetic	High	High	Yes	.10-72	Injected, Transdermal patch			
Other Narcotics	II, III, IV, V	Percodan, Percocet, Vicks Cough, Darvon, Talwin, Lomotil, Stadol, Nubain, Buprenex, Talacen, Soma, Tylenol w/Codeine	Analgesic, Antidiarrheal	High-Low	High-Low	Yes	Variable	Oral, injected			
Depressants											
Chloral hydrate	IV	Noctec, Somnos, Felsules	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	• Slurred speech • Disorientation • Drunken behavior without odor of alcohol	• Shallow respiration • Clammy skin • Dilated pupils • Weak and rapid pulse • Coma • Possible death	• Anxiety • Insomnia • Tremors • Delirium • Convulsions • Possible death
Barbiturates	II, III, IV	Nembutal, Seconal, Amytal, Lotusate, Fiorinal, Florinal w/Codeine, Phenobarbital, Mebaral, Butisol, Alurate, Sarisol, Triad, Butalbital, Esgic, Phrenilin, Tuinal	Anesthetic, Sedative, Hypnotic, Anticonvulsant, Treatment of epilepsy	High-Mod.	High-Mod.	Yes	1-16	Oral, injected			
Benzodiazepines	IV	Librium, Valium, Tranxene, Serax, Dalmane, Verstran, Halcion, Paxipam, Xanax, Ativan, Klonopin, Rohypnol, Versed	Antianxiety, Sedative, Hypnotic, Anticonvulsant, Muscle relaxant, Amnesic	Low	Low	Yes	4-8	Oral, injected			
Glutethimide	II	Doriden	Sedative, Hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	I, II, III, IV	Equanil, Miltown, Noludar, Placidyl, Valmid, Methaqualone, Ethchlorvynol, Ethinamate, Chloral Hydrate, Paraldehyde	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	4-8	Oral			
Stimulants											
Cocaine[1]	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	• Increased alertness • Euphoria • Increased pulse rate & blood pressure • Insomnia • Loss of appetite	• Agitation • Increased body temperature • Hallucinations • Convulsions • Possible death	• Anxiety • Paranoia • Depression • Irritability • Fatigue
Amphetamine/Methamphetamine	II, III, IV	Biphetamine, Dexedrine, Desoxyn, Dexedrine Spansule, Obetrol, Ionamin, Fastin, Adipex, Bontril, Pondimin, Sanorex, Tenuate, Preludin	Attention deficit disorder, narcolepsy, Weight control	High	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorder, narcolepsy	High	High	Yes	2-4	Oral, injected			
Other Stimulants	I, II, III, IV	Adipex, Didrex, Ionamin, Melfiat, Plegine, Cylert, Preludin, Sanorex, Tenuate, Prelu-2, Acutrim	Weight control	Possible	High	Yes	2-4	Oral, injected			
Cannabis											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Stick	None	Unknown	Moderate	Yes	2-4	Smoked, oral	• Euphoria • Relaxed inhibitions • Increased appetite • Disorientation	• Fatigue • Paranoia • Possible psychosis	• Occasional reports of insomnia • Hyperactivity • Decreased appetite
Tetrahydrocannabinol	I, II	THC, Marinol	Antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish and Hashish Oil	I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hallucinogens											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	• Illusions and hallucinations • Altered sense of time and distance	• Longer • More intense "trip" episodes • Psychosis • Possible death	• Unknown
Mescaline and Peyote	I	Mescal, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2, 5-DNA, STP, MDA, MDMA, Ecstasy, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine and Analogs	I, II	PCE, PCPy, TCP, PCP, Hog, Lovelicat, Angel Dust	None	Unknown	High	Yes	Days	Oral, smoked			
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
Anabolic Steroids											
Testosterone (Cypionate, Enanthate)	III	Depo-Testosterone, Delatestryl	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	• Virilization • Voice changes • Testicular atrophy • Menstrual irregularities • Aggressive behavior • Edema	• Unknown	• Possible depression
Nandrolone (Decanoate, Phenpropionate)	III	Nortestosterone, Durabolin, Deca-Durabolin, DECA	Anemia, breast cancer	Unknown	Unknown	Unknown	14-21 days	Injected			
Oxymetholone	III	Anadrol-50	Anemia	Unknown	Unknown	Unknown	24	Oral			

[1] Designated a narcotic under the CSA — Not designated a narcotic under the CSA

FEDERAL REGULATIONS AND GRIEVANCE PROCEDURES

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

A. Sex Discrimination

No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

1. Scope of Review:

The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

2. Procedures:

a. Individuals with a grievance should discuss the grievance with the Dean of the College.

b. Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.

c. The Grievance Committee shall be the Conduct Board. The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

B. Handicap Discrimination

Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

1. Procedures:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

a. Individuals with a grievance should notify the President's Office of their grievances, in writing, within seven days of the alleged incident.

b. Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

Learning Disabilities at Lake Forest College

Lake Forest College is committed to serving students with learning disabilities, to helping them to succeed, and to ensuring that they have equal access to the learning opportunities at the College. We understand that living with a learning disability provides unique challenges for students in and out of the classroom, and we strive to build both community and self-acceptance of those with learning disabilities.

In pursuit of these goals, the College offers a number of services for students with learning disabilities including:

- Notification of reasonable accommodations to the student's professors (coordinated by the Counseling Center
- Books on tape available through the Learning and Teaching Center
- A proctored exam space for LD students who need extra time on tests
- Referrals to private fee-for-service LD tutors outside the College
- A student organization called "DIFFERENCE," which seeks to support, inform, and advocate on behalf of students with learning disabilities

To obtain these services, students with learning disabilities must follow the steps listed below:

1. You must provide documentation by a professional qualified to diagnose learning disabilities. Documentation should be addressed to Phylis Frankel, Director of the Counseling Center, 555 N. Sheridan Road, Lake Forest, IL 60045.
2. Once your documentation has been sent, you must make an appointment to meet with a member of the Counseling Center to discuss who should be notified of your learning disability and what sort of accommodations you will require. The Counseling Center will not be able to authorize any learning disability services or request any reasonable accommodations unless you have provided adequate documentation and met with a member of the Counseling Center to authorize the release of that information.
3. At the start of each new semester, you must meet with a member of the Counseling Center to renew your authorization to release information. To make an appointment, call (847) 735-5240 during regular business hours.
4. Each semester you should speak to your professors independently to discuss your needs for reasonable accommodations.

While the College recognizes the need to make reasonable accommodations for students with learning disabilities, it also expects that such students will take the responsibility to know and follow through with the steps required, as outlined above. If you have any questions, please contact the Counseling Center.

FIREARMS/FIREWORKS/DANGEROUS WEAPONS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes, but is not limited to, pellet guns, BB guns, slingshots, edged weapons (knives, swords, spear guns, archery equipment), and impact weapons (batons, black jacks), as well as explosives or fireworks of any type. The breaking of this regulation constitutes a major judicial offense.

FOOD SERVICE COMMITTEE

The Food Service Committee is a committee of Student Government that meets regularly with Food Service Management and monitors all on-campus operations of the food service contractor. The Committee provides a forum in which suggestions and recommendations may be aired and forwarded to food service personnel for their action. The Executive Committee of the Student Government will appoint three students (two of whom must be General Assembly members) to oversee the Committee and report back to the General Assembly on a weekly basis. These three students will in turn form a committee that will be open to no more than ten interested students from the Lake Forest College community, a representative from the Dean of the College Office, and a representative from the Food Service committee, who will sit ex officio. The Committee, once formed, will elect its own chairperson.

HAZING

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, (i.e., greek organization or team), on or off College premises, intentionally designed to produce mental or physical harm, discomfort, or harassment. Such activities and situations include, but are not limited to, paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, coerced drinking, and any other activities that are not consistent with the guidelines, regulations, and/or policies of the College. Hazing violations will be dealt with by the College's judicial system. In addition to those sanctions included in the judicial system, the Dean of the College staff may administer sanctions that include, but are not limited to, warnings, probation, or disbandment of organizations.

IDENTIFICATION CARD

Identification cards are available at Security and Public Safety weekdays between 9:00 a.m. and 4:00 p.m. IDs are issued as proof of membership in the College community and as such must be carried at all times. In addition, cards must be presented upon request by any College official, including Security and Public Safety personnel, Residence staff members, Dining Facility administrators, and Librarians. Also, ID may be necessary to gain entry into College facilities and College sponsored events. Failure to produce your College ID when requested by a college official may result in judicial action.

Replacement cards are available for a $25 replacement fee. Cards are not transferable and may not be used by anyone other than the legitimate owner. Alteration or misuse of a College ID card is a serious infraction of College policy and will result in disciplinary action.

NO SMOKING POLICY

In order that the campus be in large measure a "clean air" one, it is the policy of Lake Forest College to limit cigarette, cigar, and pipe smoking to certain locations of the campus; in such areas not specifically designated as smoking areas, courtesy to those who do not smoke is expected.

Violations of the no-smoking policy are to be reported to one's immediate supervisor or the individual responsible for the building or facility, only after the violation has been brought to the attention of the individual smoking by the individual who wishes to file a complaint.
One or more no-smoking clinics will be held each fall, providing opportunity for an individual to gain help in terminating a smoking habit. Cigarettes will not be sold on the College campus.

NO SMOKING REGULATIONS

Smoking is not allowed in public places on the Lake Forest College campus, with the exception of a few specially designated smoking areas. The designated no-smoking areas on campus are:

- Classrooms, with no exceptions
- Commons, with the exception of private offices only
- Chapel, with no exceptions
- Lounge areas, with only the following exceptions:
  In the Commons, the Faculty Lounge (if approved by vote of the faculty)
- Sports Center and Ice Rink, with the exception of private offices
- Theatre, with the exception of the stage area (for plays), the lobby, and private offices.
- Facilities Management Department, with the exception of the lounge, which by three-fourths vote of those using the lounge (monitored by the Director) may be declared a smoking area, and private offices.

Areas where smoking may be permitted (if there is sufficient support among the users):

- Private rooms or offices, including rooms in residence halls
  (Note: Students may elect a roommate who smokes or does not smoke.) When employees share an office, all individuals who share that space must agree before it can be designated a smoking area.
- Certain lounge areas specifically designated as smoking areas in this policy or by vote of the users.

This policy does not apply to Glen Rowan.

PRIVACY STATEMENT

1. Directory Information

   The amendments to the Family Privacy Act make it possible to release "Directory Information" to any parties without the written consent of the student. As stated in the Federal Register, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (of members of athletic teams), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the name of the student's parents and academic advisor, and other information routinely published in the College Directory. Within the first 15 days of classes in the fall, a student who wishes to restrict release of "Directory Information" should give written notification to a member of the Dean of the College staff.

2. Information to Parents/Legal Guardians of Dependent Students

   The College does not need a dependent student's written consent to send his or her parents/legal guardians the following information: College bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. Confidential Information

   Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975, must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Dean of the College Office.

   Persons with questions about the revised law should feel free to consult with the Dean of the College Office.

PROPERTY LOSS OR DAMAGE

Lake Forest College does not provide insurance for students' personal belongings such as, but not limited to, bicycles, automobiles, stereo sets, and clothing, including personal belongings stored in campus storage rooms. If a student sustains a loss, the College is not liable for the replacement of such loss. It is strongly recommended that the student make arrangements for insurance to cover personal belongings. Information on such insurance is available in the Dean of College Office.

In the event the student believes there is negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably Security and Public Safety. This examination is not a valuation procedure; it merely establishes the fact of loss and possible College action. College negligence will subsequently be reviewed. Those claiming such negligence must advise the Business Office in writing and send a copy to the Dean of the College Office within four weeks of the alleged negligence. It is strongly recommended a claim be filed with the student's insurance carrier.

GUESTS AND RECRUITERS

Any guest to campus (e.g. speaker, recruiter, etc.) must be invited by a member of the campus community and or a recognized student organization. All guests and recruiters are expected to adhere to all campus regulations including the College's non-discrimination policy. No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College. No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way prevent students from exercising their right to demonstrate peacefully.

RESERVATION OF CAMPUS FACILITIES

Room reservations for on-campus activities are made through the following offices:
Sports Center — Athletic Director
Coffeehouse, Holt Chapel, the Pierson Room, and Commonplace —Leadership and Community Involvement
All other rooms in academic buildings, including McCormick Auditorium, Wood Lounge, and

Hotchkiss Hall Auditorium, are reserved as follows:

1. For scheduling every day of the week, contact the Dean of the Faculty; and
2. For scheduling McCormick Auditorium, Wood Lounge, and Hotchkiss Hall Auditorium after 5:00 p.m. and on weekends, contact the Leadership and Community Involvement Office.

For the rental of any room or building on campus to an outside person or group, contact the Director of Summer Conferences.

SAFETY AND SECURITY

Despite the relatively low crime rates in its surrounding communities, Lake Forest College regards the safety and welfare of its students, faculty, and employees as its highest concern. Although the College has implemented the following policies and programs to increase campus security, individuals are reminded that they must assume responsibility for their own safety and that of others.

Reporting Criminal Activity: Students are encouraged to report accurately and promptly all criminal or emergency incidents to Security and Public Safety. All incidents are reviewed by the Director of Security and Public Safety; and, where appropriate, a referral is made to local and state police departments. All incident reports are channeled to the President, Vice President for Business, and the Dean of the College Office.

Security and Public Safety Personnel and Local Law Enforcement Authorities: The Lake Forest College security officers have no official police power but utilize citizen's arrest authority if a situation requires the immediate detention of an individual. Security and Public Safety has established a close working relationship with the Lake Forest Police and Fire departments, as well as with the Illinois State Police.

Campus Facilities: Access to all campus facilities, buildings, and residences is restricted to Lake Forest College students, faculty, employees, and their guests. The exterior doors to all campus residence halls are designed and equipped to remain locked 24 hours a day and are frequently checked by security officers. As an additional protection, resident housing staff and campus security officers patrol the residence halls and their exterior areas daily.

SEXUAL MISCONDUCT

Sexual misconduct is prohibited and is considered a major offense. Sexual misconduct—which is different from sexual harassment (see section VIII)—is a much broader category of behavior than the traditional concept of rape or even "date rape." Sexual misconduct involves behavior in which one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent. Sexual misconduct may include the use of force or the threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state that renders him or her incapable of understanding the nature of the contact; or where the person is a minor. Unsolicited verbal assaults of a sexual nature may also be considered as sexual misconduct.

The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others.

Sexual misconduct should be reported as soon as possible to Campus Security, a Residence Life staff member or to a member of the Dean of the College Office such as a Dean or an Area Coordinator. In addition to initiating College judicial procedures against the alleged perpetrator, the Dean of the College Office can provide referrals for rape counseling, medical treatment, and law enforcement outside the college. The campus Counseling Center is also available for victims of sexual misconduct. Although they will make all efforts to keep matters confidential, college officials—other than representatives of the Counseling Center—are required to report instances of sexual misconduct for possible investigation and judicial response.

SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS

(including commercial sales, fundraising, and distribution of literature)

General Regulations

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations as they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of Leadership and Community Involvement.

Specific Regulations

A. *Commercial Sales:* The Director of Leadership and Community Involvement may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of Leadership and Community Involvement may prescribe.

B. *Charitable, Political, or Religious Solicitation:* As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines:

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Leadership and Community Involvement Office between 9:00 a.m. and 5:00 p.m., Monday through Friday.
2. The only site where political or religious literature may be sold or distributed is between the two entrances of the cafeteria in the Commons Building and across from the Commons Desk. Entrances and exits in and around the building shall not be blocked by persons soliciting or selling.
3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., five days a week.
4. No more than two individuals will be allowed to distribute or sell political or religious literature at any one time.
5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group; but upon petition to the Dean of the College, this restriction may be waived at the sole discretion of such Dean.
6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B.2 over off-campus individuals or groups wishing to distribute or sell political or religious literature.
7. Harassment of members of the College community by those selling or distributing political or religious literature, or the sale or distribution outside of the house or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.
8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's security forces and administrative staffs.

SPEAKER POLICY

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

...Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it.... In its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion. The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of the College.
3. If the Dean of the College objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:
The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to ensure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

STUDENT VEHICLE REGULATIONS

1. Vehicle Registration Fees

   $80 for Resident Parking Registration

   $50 for Commuter Parking Registration

   $40 for all Motorcycles and Motor Scooters

   All vehicles on this campus must be registered with Security and Public Safety of Lake Forest College. Illinois State law now requires that the driver of a car be able to show proof of liability insurance. Therefore, any student attempting to register a vehicle will be required to show proof of this insurance before a registration permit sticker will be issued. Freshmen or sophomores are not permitted to register a vehicle on campus. Exceptions must be approved by the Dean of the College Office prior to bringing a vehicle on campus.

2. Display of Parking Permit

   Permits must be displayed on the rear window, driver's side. Motorcycle permits must be mounted on one of the front forks.

3. Additional Permits

   Commuting students who are already permit holders and who find it necessary to use different vehicles may present state license plate registration and insurance papers for each additional car and secure permits for the fee of $5. A regular permit holder who drives (for emergency reasons only) a vehicle on campus other than the one registered, for one day or longer, must obtain a temporary permit.

4. Temporary Permits for Students Not Entitled to Regular Permits

   Temporary permits for a period not exceeding two weeks (one per term maximum) may be applied for at a fee of $10. A state license plate registration and driver's license must be shown.

5. Driving Restrictions

   Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc., of another currently enrolled student. Students not entitled to vehicle registration may not drive registered cars of others on this campus. Students must recognize the authority of Security and Public Safety officers. Any violation of this nature will result in immediate revocation of the campus permit.

6. Penalties

   Penalties for traffic violations vary with the severity of the infraction. Parking violations will net a $20 fine. Moving violations will result in a flat $40 fine. Reckless driving violations will incur a $60 fine, plus damages where applicable. All fines will double if unpaid within seven days. In addition to monetary penalties, the College may revoke the parking privileges of any person who accumulates two reckless driving tickets, four moving violations, or six total tickets in an academic year. In that situation, all fees already paid will be forfeited. Any vehicle that is found to be on campus after written notice has been issued for its removal will be subject to such action as the College deems appropriate.

   Unregistered vehicles will be handled as parking violations. All of the preceding stipulations apply; except that if three tickets are accumulated before the vehicle is registered, registration of that vehicle will no longer be permitted. Penalties are not forgiven because the vehicle is registered after receiving citations. Driving at twice the posted speed limit is considered to be reckless driving. Driving on the grass or the sidewalk is also considered to be reckless driving.

   Partially parking on the grass will result in a $30 fine, plus damages.

   Parking in handicap parking spaces will result in a $50 fine.

   False registration of a vehicle will lead to loss of parking privileges, as well as forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

7. Appeals of Traffic Citations

   Tickets may be appealed to the Director of Security and Public Safety within seven days of the date of issuance. After seven days fines will double and be added to the student's account.

   Tickets added to the student's account will have to be paid at the Business Office. Any other ticket may be paid at Security and Public Safety.

   The following violations are not subject to appeal:

   a. Parking too close to a fire hydrant (15- foot distance);
   b. Blocking any fire lane;
   c. Parking so as to block the entrance to a building delivery area, service area for linen or garbage, and other truck or loading zones;
   d. Parking so as to block a roadway;
   e. Citations issued after revocation of permit;
   f. Citations received for parking on wrong campus; and
   g. Citations received for parking in handicap zones.

8. Unlicensed vehicles, improperly licensed vehicles, and vehicles that are inoperable must be removed from campus. Vehicles may not be left on campus for extended periods of time while the owner is absent (that is, summer vacation, winter vacation) without the expressed consent of Security and Public Safety.

9. Parking

   During the hours of 7 a.m. to 7 p.m. Monday through Friday, student parking is limited to the area assigned to the individual student by Security. A full description of parking regulations and restrictions is available through the Department of Security or the Dean of the College Office.

10. Vehicle Immobilization

    Any vehicle that is found to be in violation of campus traffic rules and regulations or the Illinois State Vehicle Code may be immobilized or towed at the owner's expense according to the discretion of the College.

    There will be an additional charge for the removal of a boot from immobilized vehicles.

1st offense	$25
2nd offense	$50
Additional offenses	$100

CAMPUS SPEED LIMIT — 15 M.P.H.

Group Responsibility Policy

A student organization may be disciplined for a violation of College policy committed by an individual, whether or not the individual is a member of the organized group, if the group or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the group's own influence and authority to prevent it.

SECTION VII: ACADEMIC REGULATIONS

REQUIREMENTS FOR THE BACHELOR'S DEGREE

In order to receive the bachelor of arts degree, students are expected to pass 32 courses, fulfill the general education requirements, attain at least a 2.00 overall Lake Forest College GPA (without rounding up), and complete the requirements of a major. Normally, a student is expected to fulfill graduation requirements within 4 years.

Students, including transfer students, will fulfill distributional requirements, as outlined under the General Education Curriculum in the Lake Forest College Bulletin.

CREDIT DISTRIBUTION

Of the 32 credits required for graduation the following rules apply:

At least 8 but no more than 15 must be taken in the student's major field. If a student chooses an interdisciplinary major in place of a departmental major, more than the minimum of 8 may be required.

A student may not take more than 15 credits, including internships, in any discipline.

No more than 16 transfer credits (60 semester hours) may be counted toward Lake Forest College degree requirements.

Twelve of the last 16 credits earned must be Lake Forest College credits. (A student may petition the Academic Appeals Board to spend an entire junior year elsewhere.)

The last 4 credits are required to be earned on the campus, with the exception of credits earned during College-supervised internships.

To graduate, a student must accumulate a 2.00 grade point average (without rounding up) in courses taken at Lake Forest College. Exceptions to these rules may be granted only by the Academic Appeals Board.

COURSE CREDITS AND COURSE LOADS

At the College, credit is earned, recorded, and tallied by courses rather than by semester hours. For conversion purposes, a course is valued at four semester hours.

A normal course load is 4 course credits per semester, but a student may choose to take any load between 3 and 4.5 course credits to be granted full-time status. Courses in education that are required for certification but not credited toward a degree, private music lessons, chamber orchestra, or chorus may be added to the normal course load. Consult with the Registrar for complete information regarding credit for these courses.

An overload is any course load in excess of 4.5 credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than 5 course credits in any semester. (See Tuition and Expenses in the Bulletin for course overload fee.) A student has full-time status if he or she is registered for at least a 3 course-credit load (the equivalent of 12 semester hours) per semester.

Students register for a full course load for the entire year, unless they are seniors needing less than a full course load to graduate on time.

AUDITING OF COURSES

Students who wish to acquaint themselves with a subject without receiving credit may audit a course with the permission of the instructor. Auditors are not subject to the requirements of the course, but they are expected to participate seriously. There is no audit fee for full-time students; part-time students are charged a minimum amount per course. Examination for course credit is not permitted in an audited course.

REPEATED COURSES

A course in which a passing grade has been received may not be repeated for additional credit. Students earn academic credit when the first grade was failing and the second grade is passing. Repetition of a course does not remove the original grade earned, but instead both grades will be recorded and included in the GPA computation. Permission to retake a course must be approved by the student's advisor.

The College does not attempt to evaluate course work repeated elsewhere. Such evaluation is left to the other institution(s).

REGISTRATION IN COURSES

Enrolled students are allowed to preregister each spring for the next academic year. Students who have preregistered by the end of spring term will be given first priority in courses for the coming year.

Freshmen have an opportunity to register for fall semester by mail during the summer preceding their entrance to the College.

The spring registration plans are formally completed during designated registration periods in the fall. Prior to the spring semester, additional days are scheduled for confirming or changing registration plans for that semester. All students must validate their registration for both the fall and spring semesters; failure to do so may result in a cancellation of registration. A fee is charged for late registration.

COURSE CHANGES AND WITHDRAWALS FROM COURSES

In order to change from one course to another after registration, a student must file a Change of Registration form. If this procedure is not followed according to the dates listed below (see the

inside cover for a schedule of dates), a failing grade of F will be recorded for the course in which the student is officially registered, and the student will not receive credit for the other course. Because the normal course load is defined as 3 to 4.5 course credits per semester, a full-time student is only permitted to reduce his or her registration to no fewer than 3 course credits during a semester in progress with the written approval of the faculty advisor and the Dean of the College. The following rules apply to such course withdrawals:

Within the first 2 weeks of a 15-week course, a course withdrawal is regarded simply as a permissible change of registration. Only the courses in which the student remains registered will appear on the transcript.

In a 15-week course, the last day for approved withdrawal from a course with an automatic W will be the last day of the ninth week of classes (unless a Medical Withdrawal has been authorized — see below).

After the end of the ninth week in a 15-week course, withdrawal results in either a W or a WF, depending upon the instructor's evaluation of the student's progress in the course in question at the time of the withdrawal. A student may not withdraw from a course after the last day of classes (that is, during the reading or examination periods or thereafter).

If a student ceases to attend class and fails to withdraw officially from that course (including physical education) in which the student is officially registered, it will result in the recording of a failing grade for that course.

Medical Withdrawal from Courses

Students who believe that medical circumstances make it necessary for them to withdraw from a course after the first 2 weeks of the semester may apply in writing to the Dean of the College for a Medical Withdrawal. An application must be accompanied by a signed statement from the student's attending off-campus health care professional. This procedure assumes that the student wishes to remain enrolled in school. (For information regarding medical withdrawal from the College, refer to section Withdrawal From and Readmission to the College.)

After application has been made, the Dean of the College will review the case and determine whether the student may receive a grade of MW for the course instead of W or WF. A medical withdrawal may result in the need for students to take an overload or summer school courses in order to graduate on schedule. The financial consequences of medical withdrawals from courses are the same as those for standard withdrawals from courses. (See "Refunds" below.)

Reduction of Load to Fewer than 3 Courses

Full-time students will not normally be permitted to reduce their course load to fewer than 3 course credits in any semester. A reduction in course load may affect their eligibility for financial aid and their participation in organized sports. Resident students must seek permission from the Dean of the College to remain in student housing when reducing their load to part-time.

Exceptions

An exception to the usual policies concerning course withdrawals may occur when a student has been brought before the Academic Honesty Judicial Board. The student is permitted to withdraw, through the last day of class, from a course in which a charge of violating the academic honesty policy has occurred. But if the Board determines that a violation has occurred in that course, any penalty imposed will take precedence over the course withdrawal. For example, if the Board imposes a penalty of failure in the course, the recorded grade will be F, rather than W or WF, regardless of when in the semester the withdrawal may have taken place.

Refunds or Withdrawal from Courses

Any combination of courses ranging from 3 to 4 1/2 credits is regarded as a full load and regular full-time tuition applies. There are no refunds for course load changes within this range of credits. Students registering for fewer than 3 credits per term with the permission of the Dean of the

College Office will be charged at a per-course rate. (See the section titled "Refund Policy" below or consult Bulletin for more detail.)

ATTENDANCE

Classroom activities are an integral and important part of the learning experience. Therefore, it is expected that students will attend class meetings. Each member of the faculty has the prerogative of establishing specific attendance regulations that in his or her opinion are best suited to the course.

FINAL EXAMINATIONS

By faculty regulation, no test may be given prior to its originally designated time. Only the Dean of the Faculty may grant exception to this rule and only at the request of the faculty member. A term paper may be assigned in lieu of a final examination in a course, but in such cases students are entitled to have until the end of the scheduled examination time for a course to submit their term papers.

If not returned immediately to students, examination papers, particularly final examination papers and term papers, are to be kept by faculty members for at least one term before being destroyed, so as to be available for review by students. Papers from the spring term are to be kept through the fall term.

GRADES AND ACADEMIC RECORDS

Grades

The College employs an A, B, C, D, F grading system. Faculty may append a plus or minus to all grades A through D, with the exception that there is no grade of A+. The grade of A is awarded for work of outstanding quality. The grade of B indicates good work, C satisfactory work, D marginal work, and F failure.

A department may require a grade of C or better in courses prerequisite to more advanced work.

Credit-D-Fail Option

Students may choose the option of receiving a notation of CR (Credit) to indicate a grade of C- or better in any course they take. Under this option, grades of D (no plus or minus), F, W, and WF are recorded on the transcript as usual. Application for this option, or for changing back to regular letter grades, must be made before the end of the first two weeks of the semester. The prior approval of the student's advisor is required.

Basis of Academic Evaluation

Students shall be evaluated by their instructors solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Grade Point Averages

The grade point average (GPA) attained for each semester of a student's work, as well as the student's cumulative grade point average, is recorded on the student's official academic record at the end of each semester. It is weighted according to course credit. Grade point averages are computed on the following basis:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
B-	2.67	C-	1.67	D-	0.67				

Grades of CR, I, X, MW, W, and RS will not be included. A grade of WF is computed as a failing grade (0.00).

The Lake Forest GPA includes grades earned in Lake Forest College courses and in ACM programs but does not include Washington Semester grades or grades earned while a student has studied off-campus under a consortium agreement or in course work earned from other institutions.

Semester and Warning Grade Reports

Final grade reports are sent to students at the close of each semester. Grade reports for freshmen, in courses where work is currently failing, marginal, or incomplete, will be submitted to the Registrar's Office on the last day of the sixth week both fall and spring; copies are then sent simultaneously to parents or guardians.

Transcripts of Academic Work

The Registrar's Office maintains a permanent, official academic record of registered courses for each student, which includes grades, credits, and other pertinent information.

Students may request certified copies of their College transcript records. Official transcripts are released only upon written authorization of individual students or alumni. Forms for transcript requests are available at the Registrar's Office. The first requested copy is free of charge. The charge for additional transcripts is $2 for each single request and $1 for each additional copy if more than one copy is requested at a time. Students must clear financial obligations with the Business Office before transcripts will be released. A period of a week should be allowed for filling a transcript request. Students who use a deferment voucher to establish the preregistration and room draw credit requirement are ineligible for transcript services until the deferment voucher has been paid.

Incompletes

Instructors may record a grade of I (Incomplete) for a student who is prevented by illness or other reason beyond the control of the student from completing the requirements of a course. The student must complete the appropriate assignments and deliver them to the instructor no later than the end of the first week of classes of spring semester if the incomplete was received at the end of the fall semester, and no later than one calendar week after the close of the spring semester final exams if the incomplete was received at the end of that semester. Instructors are required to submit the revised grade to the Registrar within three days after the expiration of the incomplete. Extensions of the deadlines are possible only with special permission from the Dean of the College. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I. This regulation applies only to undergraduate work.

Grades of X

A grade of X may be assigned at the initiative of an instructor when a student who has been doing at least passing work in a course unexpectedly fails a final assignment. With the instructor's authorization, the student has the same amount of time to redo the assignment, or its equivalent, as is available for an incomplete, but in no case may the final revised grade be higher than a D+.

Grades of PR

A grade of PR (Progress) is used at the end of the first term of a two-term senior thesis or other independent study project if the student is making satisfactory progress. A final letter grade for both semesters will be entered when the project is completed at the end of the next term. Satisfactory progress is defined as a minimum of a C- grade for the work thus far completed. Accordingly, if a student receives a final grade of D or F in the thesis or other project, the PR grade as replaced cannot be lower than a C-. This regulation applies only to undergraduate work.

Grades of RS

The RS grade, introduced in the fall of 1997, indicates that the requirements have been satisfied in a course without credit.

ACADEMIC STANDING AND PROGRESS

Students with fewer than 7 completed credits are classified as freshmen. Those with at least 7 credits are classified as sophomores, those with at least 15 credits as juniors, and those with at least 24 credits as seniors. Normally, a student is expected to fulfill graduation requirements within four years.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

The academic record of every student is reviewed by the Academic Appeals Board of the faculty, the Dean of the Faculty, and the Dean of the College at the end of each term. As a result of such reviews, students may be placed on academic probation by the Dean of the College or the Academic Appeals Board as a warning that they are in danger of academic suspension. Students are placed on academic probation whenever their cumulative GPA falls below the minimum required for a student of their standing, as follows:

Students admitted before August 2000:

Credits Earned	GPA Required
fewer than 12 credits	1.5
12 to 19 credits	1.8
20 or more credits	2.0

Students admitted in August 2000 or thereafter:

Credits Earned	GPA Required
fewer than 6 credits	1.5
6 to 11 credits	1.75
12 to 19 credits	1.9
20 or more credits	2.0

No student on academic probation may be enrolled as less than a full-time student, unless special permission has been given by the Dean of the College.

Students are subject to academic suspension when their GPA in any term is less than 1.0, even if they have not previously been on academic probation. In addition, students on academic probation are subject to academic suspension when their GPA for any probationary term is less than 2.0. No student may remain on academic probation for more than two consecutive semesters without being subject to academic suspension.

A student who is suspended for academic reasons is not eligible to apply for readmission for at least six months. A student may be readmitted only once; a second suspension for academic reasons is known officially as an Academic Dismissal and becomes a permanent separation from the College for academic reasons. Suspension or dismissal from the College may also be mandated under conditions set forth under the judicial process.

Probation, academic suspension or dismissal, and readmission are noted on the student's official academic record and appear on transcripts sent outside the College. Parents or guardians are notified when a dependent student is placed on probation, suspension, or dismissal.

Only in unusual circumstances can exceptions to the rules concerning probation, suspension, and dismissal be considered by the Academic Appeals Board.

WITHDRAWAL FROM AND READMISSION TO THE COLLEGE

A student who finds it necessary for personal reasons to withdraw from the College is expected to take each of the following steps:

1. Complete the proper application form at the Dean of the College Office and arrange for an interview with one of the deans.
2. Check with the Financial Aid Office to terminate any scholarships or other awards, in order to protect future eligibility.
3. Clear Business Office account.
4. Return any College keys to the student's head resident or the Facilities Management Department, as applicable.

5. Remove all personal belongings from campus within 24 hours after the effective date of the Withdrawal or Approved Program Leave, unless permission to store belongings has been granted by the Dean of the College Office.

Failure in courses will be recorded on the academic record of a student who does not withdraw according to these procedures.

The actual date of withdrawal is the approval date agreed upon by the Dean of the College Office. Academic or disciplinary suspension or dismissal take precedence over withdrawal or approved program leave in determining a student's status and official reason for leaving the College. Rules governing refunds to students who withdraw are discussed in the College Bulletin. When withdrawing from the College, a student will receive a "W" for all courses he/she is passing at the time of the withdrawal. Students who are failing a course at the time of withdrawal from the College will receive a grade of "WF" in that course.

Medical Withdrawal from the College

Students may apply to the Dean of the College requesting permission to withdraw for certifiable medical reasons. The notation MW (medical withdrawal) is to be allowed only where the Dean of the College judges that serious illness for which the student is placed under the care of an off-campus physician or other appropriate off-campus health care professional requires the student to leave the College for proper treatment and convalescence.

Application for medical withdrawal must be made as soon as is practical after the attending off-campus health care professional recommends withdrawal. Applications must include a letter from the off-campus health care professional that (a) explains the reason for the withdrawal and (b) specifies the date medical attention was given for the illness. The financial consequences of medical withdrawal are the same as those for withdrawal from the College. See the College Bulletin for further details.

In rare instances the professionals at Lake Forest College may determine a student should not continue their academic program at the College but should withdraw due to psychological instability. In these instances the policies regarding medical withdrawal will apply.

Lake Forest College Off-Campus Study

Lake Forest College offers several options for off-campus experiences both in the United States and abroad. These experiences may include both work internships and study programs. Permission to participate in off-campus programs for which credit is granted must be requested, supported, and approved by the appropriate College personnel. The following is an outline of the types of programs available to Lake Forest College students. For more information, please read the 1999-2001 Lake Forest College Bulletin, pages 39-45.

1. Lake Forest College Programs
2. ACM (Associated Colleges of the Midwest) Programs (domestic and abroad)
3. Washington Semester at American University (Study/Internship; fall or spring)
4. Other Study Abroad. With prior permission of the Academic Appeals Board (see next section in Student Handbook), qualified students may receive transfer credit from study abroad programs sponsored by other accredited institutions.

Information regarding individual programs in all disciplines and all countries may be found in Carnegie Lounge. Deadlines apply.

For questions about selecting a program, requirements, procedures, application forms, deadlines, and financial aid, contact Jan Miller, Study Abroad Coordinator, Carnegie 104 (ext. 5231).

Approved Off-Campus Program

Approved Off-Campus Program is available only to students who have received approval from the Academic Appeals Board for a specific program or who are participating officially in an approved cooperative degree program. The length of such a program leave is the same as the

length of the approved program. Students who take an Approved Off-Campus Program are assured readmission to the College. Individuals who receive such a leave are responsible for initiating the return process with the Dean of the College in a timely fashion, normally six weeks prior to the intended date of return. In order to be eligible for preregistration and room draw privileges under the same conditions as currently enrolled students, students on an Approved Off-Campus Program must make the appropriate deposit in the Business Office by the required date.

Students who are applying for programs from which transfer credit is anticipated must apply to the Academic Appeals Board for Approved Off-Campus Program Leave. Participants in ACM or Lake Forest College Off-Campus Programs do not need to apply.

Readmission to the College

Students seeking readmission must formally reapply through the Admissions Office indicating the semester for which they hope to return and describing their anticipated activities while away from campus. In cases of suspension for academic reasons, students are not eligible for readmission for at least six calendar months. In cases of suspension for disciplinary reasons, eligibility for readmission is stated at the time of dismissal. Readmission is possible only once.

CREDIT FROM OUTSIDE THE COLLEGE

Credit by Transfer

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Courses at other accredited institutions that are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may also be granted credit. Lake Forest students are required to receive prior approval from the College before taking course work at other colleges. No more than 16 transfer credits can be counted toward Lake Forest College degree requirements.

No courses with D grades may be transferred to the College. Plus and minus grades with the exception of grades of A+ earned at another institution will be recorded on the Lake Forest College transcript, but are not counted in the Lake Forest GPA.

An official transcript from the issuing institution must be given to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit. The Registrar evaluates transcripts and awards transfer course credit; students may appeal decisions to the Academic Appeals Board.

Students who have earned 16 or more credits are not permitted to transfer credit from community or two-year colleges to Lake Forest College.

Credit for Summer Work at Another Institution

Enrolled students who plan to attend a summer session at a college other than Lake Forest must obtain prior approval for the proposed program of study. Forms for this purpose may be obtained from the Registrar's Office. Transfer credits may be not be accepted for students who fail to obtain approval. Upon approval of course work, credits earned by a student at another college will be converted into Lake Forest College course credits and will be included in the student's total credits toward graduation; but the grades will not be used to calculate the grade point average.

Students who have earned 16 or more credits are not permitted to transfer credit from community or two-year colleges to Lake Forest College.

Credit by Examination

Students may apply to pass a regular course by special examination without prior enrollment. Consent of the instructor and approval of the Dean of the Faculty are required. Where appropriate, the instructor may set requirements in addition to the examination itself. For credit to be awarded, a grade of C- or better must be earned on the examination, but the student's transcript will show only a CR (Credit).

Special examinations are not allowed for courses that are usually part of pre-college curricula (for example, elementary languages or elementary mathematics) and are not normally allowed in courses previously audited or in which a student was enrolled.

Advanced Placement

Students who have successfully completed Advanced Placement courses and the appropriate Advanced Placement examinations provided by the College Entrance Examination Board may apply for College credit for this work. Scores of 3, 4, or 5 on the examinations entitle students to at least one course credit; scores of 1 or 2 are not granted credit. A score of 3 or better on both the microeconomics and macroeconomics exams is required for one course credit in economics. Each department determines the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

International Baccalaureate

Students who have successfully completed International Baccalaureate courses and taken the higher-level examinations provided by the International Baccalaureate Program may apply for college credit for this work. Grades of 4, 5, 6, or 7 on the higher-level examinations entitle students to at least one course credit; grades of 1, 2, or 3 are not granted credit. Each department will determine the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

STUDENT ACADEMIC APPEALS

Lake Forest College has established procedures that individual students may use when they wish to make an academic appeal or when they believe that a grade has been assigned by an instructor in a prejudiced or capricious manner.

Academic Appeals Board

The Academic Appeals Board is a part of the College's governance system. It considers and acts on cases of academic probation, suspension, or dismissal, on cases in which students appeal the interpretation of faculty rules by a dean, and on cases in which faculty rules are unclear. The Board also reviews requests from students to study at another college or university while on an Approved Program Leave or to receive credit for study abroad undertaken during the summer.

The Board and the Dean of the College meet at the end of each semester to review the academic records of all students and to take such action as is necessary in cases involving academic probation, suspension, and dismissal. Throughout the academic year, the Board considers requests for Approved Program Leave and appeals involving the academic regulations of the College and their interpretation. In extraordinary cases, the Board grants exceptions to faculty rules, but only by a unanimous vote of all three voting members of the Board.

Students who wish to appeal an academic decision by a dean or who believe that they deserve an exemption from an academic regulation may present a written appeal to the Board. The appeal must clearly describe the decision being appealed or the regulation from which the student wishes to be exempted and must state the substantive reasons for the appeal. Each appeal must also have attached a detailed statement from the advisor regarding the appeal. Additional information may be appended to the written appeal if desired. Each appeal must be signed and include the student's mailing address. Appeals may be submitted to the Registrar or the chairperson of the Board.

To request an Approved Program Leave or to request credit for summer study abroad, a student must see the Coordinator of Study Abroad. The request will be considered at the next regular meeting of the Board. If the Board approves an approved program leave, the student must take additional steps to finalize the withdrawal. See Approved Program Leave.

Protection Against Improper Academic Evaluation

Students are responsible for maintaining standards of academic performance established by their professors, but they will have protection against prejudiced or capricious academic evaluation. Students will be informed at the beginning of the course of the evaluative criteria to be used for that course.

When students feel their grades in a course have been prejudiced or capricious and have been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. Students must contact the chairperson within two calendar weeks following the beginning of classes in the term following the alleged injustice. After the student has submitted a letter specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor's department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact the faculty member of highest rank within the department other than the chairperson, who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., that enter into a grade and that have been returned to the student. All tests, papers, etc., that enter into a grade and have not been returned to students will be kept on file by instructors for at least a term following when a course is offered.

After hearing all available evidence in a particular case, the members of the review committee meet with the instructor (the student not being present) and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor. (This policy was approved by the faculty on April 4, 1967, with editorial revisions in July 1977 and June 1993.)

ACADEMIC HONESTY

Lake Forest College is committed to the highest standards of academic honesty. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends upon cooperation among students, faculty, and administrators.

Responsibilities of Students

It is the responsibility of all students to uphold the ideals of academic honesty and integrity. Students' responsibilities include, but are not limited to, the following:

Students must inform themselves as to the nature of academic honesty and should consult faculty members when they are unsure whether their actions would constitute a violation of the policy of academic honesty. In addition to the standards regarding academic honesty given in the Student Handbook, students must also heed all expectations regarding academic honesty as stated by faculty members.

No student shall procure in an unauthorized manner the questions or answers of any examination or employ unauthorized aids while taking an examination. Authority for determining proper examination procedures rests with the faculty member.

No student may engage in plagiarism by copying, closely paraphrasing, or using another work without explicit acknowledgement of author and source. Students are responsible for knowing what constitutes plagiarism. A handout explaining plagiarism is available at the Writing Center, the Learning and Teacher Center, and the reference desk of the Library. Plagiarism is discussed during New Student Orientation and in the Freshman Studies Program.

Students are not permitted to submit the same paper for credit in more than one course, unless all instructors involved grant their prior consent in writing.

No student shall falsify data, citations, or other information for assignments of any sort.

No student shall aid another in violating the policy of academic honesty.

Students should cooperate with all members of the community in maintaining the highest standards of academic integrity.

Student members of the Academic Honesty Judicial Board shall maintain the confidentiality of students accused of violation of the policy of academic honesty.

Responsibility of Faculty and Staff

Faculty and staff shall acquaint themselves with the policy of academic honesty as outlined in the Student Handbook.

Faculty and staff, whether bringing an accusation or sitting on the Academic Honesty Judicial Board, shall maintain the confidentiality of students accused of violation of the policy of academic honesty.

1. Faculty and staff shall exercise caution in the preparation, duplication, and security of examinations.
2. No test may be given prior to its originally designated time. The Dean of the Faculty may grant exception to this rule at the request of the faculty member.
3. Faculty will take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
4. Classroom tests must be proctored with diligence.
5. An instructor who returns a final examination to students must send a copy of the examination to the library, which will retain it for three years and make it accessible to students.

THE ACADEMIC HONESTY JUDICIAL BOARD

The Academic Honesty Judicial Board exists to uphold and enforce the College's academic honesty standards. It considers cases involving charges that students have violated those standards. The rules and procedures of the Board follow:

Composition

Three faculty members, one from each division, appointed by the Faculty Personnel Policies Committee, and one alternate chosen from any division, for staggered two-year terms. A Chairperson from the faculty appointed by the Dean of the College in addition to the faculty members listed above. All but the Chairperson can vote.

Three student members and an alternate appointed by the Student Governance Executive Committee, subject to approval by the Dean of the College, for terms of one academic year beginning with the fall term. These students must never have been found in violation of College rules by either the Conduct Board or the Academic Honesty Judicial Board.

Procedures

Faculty members may bring a charge of academic dishonesty against a student if, in their judgment, work submitted by the student is not the student's own. If a faculty member charges a student with violating the policy of academic honesty, and the student admits violating the policy of academic honesty:

- The faculty member shall secure a written statement from the student acknowledging the violation.
- The faculty member shall submit this statement to the Board along with a recommendation for the penalty.

- The Board shall determine the nature of the violation and impose a penalty. If the Board does not accept the penalty recommended by the faculty member, it must permit the faculty member to be heard in support of his or her recommendation.

When a student denies violating the policy of academic honesty:

- The faculty member shall submit to the Chairperson of the Board the student's name together with a written description of the alleged violation. The Chairperson must send a copy of the description to the accused student by registered campus mail or registered U.S. mail, whichever is appropriate.
- The Board shall hold a hearing, to which the Chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses.
- The student shall have the right to be assisted at the hearing by a counselor drawn from the College community.

If the Board finds that the student violated the policy of academic honesty, it shall impose the appropriate penalty. Such a finding will require a minimum of four votes. The Chairperson of the Board will notify the student of the Board's decision of guilt or innocence, and if the student is found guilty of the penalty, he or she shall be notified by registered campus mail or registered U.S. mail, whichever is appropriate.

When a case arises between semesters or during summer session, the Board ordinarily will defer it for consideration until the following semester. However, the student involved may elect to leave determination to an ad hoc board constituted by the Dean of the Faculty. The Board will be drawn, insofar as is possible, from the regular Academic Honesty Judicial Board and will consist of three faculty members and three students plus the chairperson.

In the event that the Board members agree on the finding of violation but are divided on the issue of an appropriate penalty, the presumption will be in favor of the lesser of the contemplated penalties. To achieve this result, the Board will vote first on the more severe of the contemplated penalties. If this fails to receive a minimum of four votes, the Board will then vote on the next most severe of the contemplated penalties, and so on, until at least four members of the Board agree on a penalty. In exceptional cases the Board may impose a penalty which is less severe than any of those suggested by the faculty member bringing the charge.

Penalties

First offense:

For a student in a course—failure of the examination, project, or course. The faculty member will recommend, and the Board will decide, whether to fail the student with a grade of "F" or of "zero." The failing grade cannot be raised by additional work. For a complicitious student not enrolled in a course—to be determined by the Board.

The Chairperson of the Board will notify the student of the Board's decision by registered campus mail or registered U.S. mail, whichever is appropriate. The faculty member, Dean of the Faculty, and Dean of the College will also be notified.

Second offense:

As above, with the additional penalty of suspension from the College for a period of time to be determined by the Board. The Board should also determine whether the College might accept courses taken at another institution while the student is under suspension. The President must approve this action.

The Chairperson of the Board will notify the student of the Board's recommendation by registered campus mail or registered U.S. mail, whichever is appropriate. The President, Dean of the Faculty, Dean of the College, and Registrar will also be notified. The President will notify the student about whether the Board's recommendation has been accepted or not, also by registered campus mail or registered U.S. mail, whichever is appropriate.

Third offense:

Expulsion from the College. The President must approve this action. (This policy was approved by the faculty in June 1977.)

The Chairperson of the Board will notify the student of the Board's recommendation by registered campus mail or registered U.S. mail, whichever is appropriate. The President, Dean of the Faculty, Dean of the College, and Registrar will also be notified. The President will notify the student about whether the Board's recommendation has been accepted or not, also by registered campus mail or registered U.S. mail, whichever is appropriate.

PLAGIARISM

Plagiarism is "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (*Random House Compact Unabridged Dictionary*, 1997).

Most people recognize the more obvious forms of plagiarism — copying another student's test paper, buying a research paper, or copying material directly out of published work — but there are less blatant forms of plagiarism that sometimes result from a writer's unintentional misuse of source materials. You may have plagiarized without realizing what you have done, but ignorance does not justify or excuse plagiarism. The following guidelines will help you to give correct credit to your sources.

Keep these principles in mind

- *Quoting:* If you use another person's words, enclose them in quotation marks and document the source in a footnote, endnote, or parentheses (depending on the style of documentation required for your paper).
- *Paraphrasing:* When you restate another person's idea in your own words, you are paraphrasing. Unless you cite a source, your reader will assume that the thoughts are entirely your own. Since a paraphrase is based on another person's idea, its source must always be documented.
- *Common knowledge:* Many people are aware that common knowledge, which includes factual material such as dates or scientific formulas, does not need to be documented. If you are unsure if a given fact is common knowledge, cite its source. It is better to be cautious and thorough than to risk plagiarism.
- *Cutting and pasting:* It is very easy to cut and paste material from one electronic document to another, for example, from a Web site to a term paper. Take care to note with quotation marks when you have cut and pasted material, and document all pasted passages as you would any quotation.
- *Downloading:* Any information that you download from the Web, databases, or other electronic resources and use in a paper must be properly cited. Remember to use quotation marks around any downloaded text that you incorporate into your paper.

THE DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, and must have received no more than two credits on the Credit-D-Fail option, and must have attained a GPA during the year of at least 3.60 (without rounding up). In order to reward outstanding academic performance and to provide adequate challenge to the brightest of our students, those who gain Dean's List distinction are permitted to take a fifth course without additional charge during one semester of the academic year following that distinction. Only applied music courses and courses offered through ACM and non-Lake Forest College off-campus programs are excluded from this policy.

GRADUATION WITH HONORS

Graduation with Honors at Lake Forest College may be achieved in two categories: the grade point average (GPA) and the student's major field.

General Honors

General honors at graduation consist of summa cum laude for GPAs from 3.9 to 4.0, magna cum laude for GPAs from 3.7 up to 3.9, and cum laude for GPAs from 3.4 up to 3.7. In order to achieve honors in one of these categories, a student must have an academic record that satisfies all of the following requirements:

At least 14 Lake Forest College courses taken with the full range of the letter grades (A, B, C, D, F, but not CR).

A Lake Forest GPA equal to or greater than the minimum listed above for the pertinent category.

A total GPA, including both Lake Forest College and transfer courses, that also equals or exceeds the above minimum for the given category.

In making GPA calculations for general honors, ACM program grades are counted as Lake Forest College credit. Washington Semester grades and grades in off-campus study under a consortium agreement count as transfer credit. Grades in courses taken at Barat College count as transfer credit. GPAs are not rounded up; for example, a 3.898 is not in the summa cum laude category. The calculation of a GPA includes plus and minus grades. Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in GPA computations. The transfer GPA is combined with the Lake Forest GPA as a weighted average. Transfer grades from colleges or universities with different grading systems are dealt with case by case by the Dean of the Faculty in consultation with the Registrar; and where necessary, they will be brought to the Academic Appeals Board.

Honors in the Major

Honors at graduation in the student's major are based on a clear demonstration of superior mastery of the subject and on the ability to successfully complete a senior thesis.

In order to receive honors in the major, a student must have attained a 3.5 GPA in all courses taken in the major at Lake Forest College, including the final semester. A minimum of six courses must have been taken in the major at the College.

A student must be evaluated as having successfully completed a senior thesis. In exceptional circumstances when a senior thesis seems inappropriate, a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be substituted for the senior thesis. The request for such a substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved.

Please note that completing a senior seminar will not result in honors in the major.

Distinction in Senior Thesis

If a student's senior thesis is judged by an examining committee to be an outstanding and original piece of research, Distinction in Senior Thesis is awarded at graduation regardless of whether the student is graduating with honors in his or her major field of study. In exceptional circumstances, a well-documented senior research project or imaginative creative project may substitute for the senior thesis provided members of the departments involved give their unanimous approval.

Phi Beta Kappa

Phi Beta Kappa, the national honorary scholastic society founded in 1776, is open to undergraduates with outstanding academic records. The Lake Forest College chapter (Theta of Illinois), one of 240 in the nation, includes faculty and students as members. Although sheltered by the

College, the chapter is an organization independent of the College and of its curriculum, and thus determines its own standards for admission, standards consistent with those of the United Chapters of Phi Beta Kappa. Evaluation of candidates for election includes an examination of their GPA, an appraisal of their course work, and a recognition of recommendations from their professors. Phi Beta Kappa emphasizes excellence in scholarly achievement and the pursuit of broad cultural interests.

COMMENCEMENT

Students who complete degree requirements during the spring semester, as well as those who have completed their requirements during the previous summer and fall terms, are encouraged to participate in the commencement ceremony. Others will be allowed to participate only if they have obtained written approval of a proposed summer program at Lake Forest College, which will make it possible for them to satisfy their degree requirements by the following September 1.

SECTION VIII: JUDICIAL AFFAIRS & STUDENT CONDUCT

Judicial Affairs and Student Conduct is an integral part of the college educational process in two ways: it provides those students who administer it a learning opportunity, and it requires of all students responsible behavior. Authority to discipline students originates from the Board of Trustees and the President of the College. This authority has been delegated through the Dean of the College to the Associate Deans of the College, who have the responsibility to administer all judicial discipline. Changes in this document may be recommended to the President by the College Council to the President.

Lake Forest College is committed to maintaining a diverse campus community, characterized by mutual respect. The College recognizes that each member of this community brings with him or her cultural values and norms unique to the individual. Within this context, the status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain rules and regulations designed to protect and promote a learning environment, to maintain order, and to control adverse behavior that infringes on the rights and freedom of others. A college education is primarily academic and intellectual in nature, but it also includes the development of values that translate into responsible behavior.

The judicial system at Lake Forest College is designed to support and protect student rights, while challenging students to live within community standards.
Complainant—one who commences a personal action or investigation to obtain a remedy for an injury to his/her rights; the complaining party. In some cases, the College serves as the complainant.

Respondent—one who responds (the accused) to a complaint or alleged violation of College regulations.

Judicial procedures at Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and College regulations, both courses of action can be pursued. The judicial procedures of a private institution of higher education are not set up to provide the "due process" rights one has in a court of law, but the "fair hearing" rights consonant with a collegial community. A significant role of the judicial system is to promote the welfare of the student, making the student aware of community standards, and discouraging the student from engaging in unacceptable behavior. Students should contact the Dean of the College Office and/or make an appointment to discuss specific concerns with a dean.

When there is an alleged violation of College regulations, the student involved may receive a Judicial Notice, which requires that the student report to the Dean of the College Office within 24 hours (or the next working day). The Judicial Notice is not a sanction; its purpose is to inform the student that a violation of College regulations may have occurred and is under investigation. The Associate Dean or Area Coordinator, will discuss the alleged violation with the student and try to determine his/her level of involvement, if any. The Associate Dean/Area Coordinator may then:

1. drop the charge
2. settle the issue by mediation
3. affirm the notice
4. issue sanctions
5. send the matter to the Conduct Board

The Associate Dean/Area Coordinator may apply more than one response.

Minor violations of the College regulations (including but not limited to open alcohol, trash, excessive noise) shall be responded to through the issuance of Judicial Notices by a Security and Public Safety Officer, Dean of the College staff member, or authorized College staff. In response to the Judicial Notice, a student will meet with an Area Coordinator or Dean.
Major violations of College regulations shall be considered by a Dean's Hearing, the Conduct Board, or the Sexual Harassment Hearing Board. Major violations include but shall not be limited to the following:

1. physical or verbal abuse, including sexual harassment, sexual misconduct or assault, acquaintance rape, intimidation, or any other conduct threatening the health or safety of any person;
2. disorderly conduct, including fighting or other forms of violence, public obscene actions, the disruption of legitimate activities of the College, behavior that interferes with the free speech or the rights of access to College facilities of any member of the College;
3. abusive, insulting, and/or inflammatory comments or actions based upon race, ethnicity, religion, gender, handicap, or sexual orientation;
4. theft or vandalism involving personal or College property;
5. unauthorized entry or use of College facilities;
6. forgery, alteration, or misuse of College documents, records, or identification;
7. perjury through the conscious furnishing of false information to College officials, the Conduct Board, or the Sexual Harassment Hearing Board;
8. violation of public laws or College regulations pertaining to firearms, incendiaries, explosives, and other dangerous items;
9. failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official;
10. possession or use of illegal drugs; and
11. possessing or trafficking of illegal drugs.

Dean's Hearing/Area Coordinator Hearing

Students who receive a Judicial Notice will meet with a Dean or an Area Coordinator (for minor violations of College policy). The purpose of this meeting will be to gather information, share the contents of a Security report or incident report, and discuss which course of action will be taken in their case (example: affirmed warning, dismissal, verbal warning, conduct board hearing). In some instances where students accept responsibility for minor violations of College policy, they may waive their right to a hearing and accept the disciplinary sanctions by the Dean or the Area Coordinator.

The Conduct Board

A. Composition: The Conduct Board shall be composed of two students (plus one alternate), one member of the professional or managerial staff (plus one alternate), one faculty member (plus one alternate), and an Associate or Assistant Dean of the College, who will act as the procedural advisor. Students interested in serving on the Board should apply in the spring to the Dean of the College Office. The student candidates will be interviewed and selected by the current Board members. The faculty members shall be selected by the Faculty Personnel Policies Committee; these names shall then be submitted to the President for final approval. The staff members shall be selected by the Dean of the College Office. This entire selection process should happen early enough in the spring to allow for training sessions before the end of the academic year. The chairperson of the Conduct Board shall be elected by the voting members of the Board, including alternates. The procedural advisor is a non-voting member of the Board.

B. Quorum: Five members constitute a quorum; with the exception of the Dean, the other four members may be any combination of those eligible to serve, though the normal expectation consists of two students, one faculty member, and one staff member. Alternates, who are encouraged to attend meetings as non-voting members, may participate in discussions. A member of the Board may ask not to serve on a particular case for reasons of possible conflict of interest.

C. The Hearing: Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the chairperson shall recommend any further procedural guidelines that do not contradict what is stated in this document. The hearing is closed. A tape shall be made of the hearing and shall be kept for one year. The Conduct Board may summon any member of the College community as well as any other person. If a student does not appear when summoned, the Conduct Board may impose a sanction. For faculty members and administrators who do not appear, sanctions up to Letters of Censure may be recommended. All witnesses before the Conduct Board may be questioned by the respondent and/or the respondent's counsel, a representative from the Dean of the College Office, and members of the Conduct Board.

   In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, precedence for similar violations, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions to the community.

Respondent's Rights

In any College judicial hearing, formal rules for legally admissible evidence shall not apply; however, evidence must conform to basic standards of fairness and be pertinent to the charge as determined by the Associate Dean/Area Coordinator or the Conduct Board. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard proof for determining guilt. The burden of proof for responsibility rests with the party bringing the case. The hearing officer or Conduct Board shall find the respondent guilty when there is a high probability that the facts as presented constitute a violation of College policy.

Whether being heard by the Associate Dean, an Area Coordinator, or the Conduct Board, the respondent shall have the right to:

1. obtain assistance from the Office of the Dean of the College whenever the complainant is advised to consult local officials; and
2. see a written charge against him/her prior to the hearing and written notice of the time and place of the hearing.

In the case of Conduct Board hearings, the Respondent shall also have the right to:

3. be afforded 24 hours to decide which kind of hearing he/she wishes to have;
4. have the right to a hearing within 14 business days after deciding which kind of hearing he/she wishes to have;

5. testify and present evidence, present a reasonable number of witnesses in his/her behalf, and have an opportunity to question adverse witnesses;
6. present up to two character witnesses;
7. have one counsel (who must be a member of the College) present at the hearing at all times while the respondent is before the Conduct Board (the chairperson of the Board should be advised of plans to have a counsel present); and
8. tape his/her own hearing in addition to the official tape.

At least three members of the Conduct Board must vote to affirm a violation for a respondent to be found responsible.

Judicial Notices and Notification

Judicial Notices: Whenever possible, a Judicial Notice shall be given in person at the time of the incident; however, it may be delivered to a student through the campus mail. Receipt of a Judicial Notice shall require the student to schedule an appointment with the Dean of the College Office the next working day, at which time the Associate Dean or Area Coordinator will review the incident. If a student fails to respond to a notice within one week of the violation, the matter will be adjudicated and a sanction may be applied. Notices not responded to may not be appealed.

1. Upon validation of a first notice, notification shall be given to the student, the student's academic advisor(s) and a record shall also be placed in the student's personal file.
2. Upon validation of a second notice, the Dean of the College shall notify the student's parents or legal guardian in addition to the aforementioned.
3. Within two working days after valida tion of the second notice, the student may submit a written appeal of the first and/or second warning to the Dean of the College. Failure to appeal within this time prohibits the student from a review of either of these notices at any future time.

Sanctions:

1. Affirmed Warned: an acknowledment that the student is responsible for a violation of College regulations.
2. Social Contract: a flexible sanction deemed appropriate to the violation. A social contract generally involves service to the College community or restitution. A member of the Dean of the College Staff shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. Failure to comply will result in further sanctions.
3. Disciplinary Probation: a sanction informing the respondent that if he/she is ever (for a specified period of time) found responsible for violating a College regulation again, removal from campus housing shall be automatic as the least possible penalty. Other possible sanctions include, but are not limited to, suspension and expulsion.
4. Removal from Campus Housing: a sanction involving loss of the on-campus housing privilege and, in some cases, excluding the student from access to the residence halls. No refund shall be given to the student for a paid room fee.
5. Suspension: entails removal of a student both from classes and from the campus for a determined period of time (but at least for the remainder of the semester), after which readmission is possible, though by no means automatic.

   Suspension of a student for a period of time intended to prohibit that student from completing the semester's work and for any additional length of time up to two academic years shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. Expulsion shall have the same consequences on the transcript as suspension.
6. Expulsion is a sanction that may be appealed to the President of the College within 48 hours of the Conduct Board's/Dean's decision. Expulsion is suspension with no option for readmission.

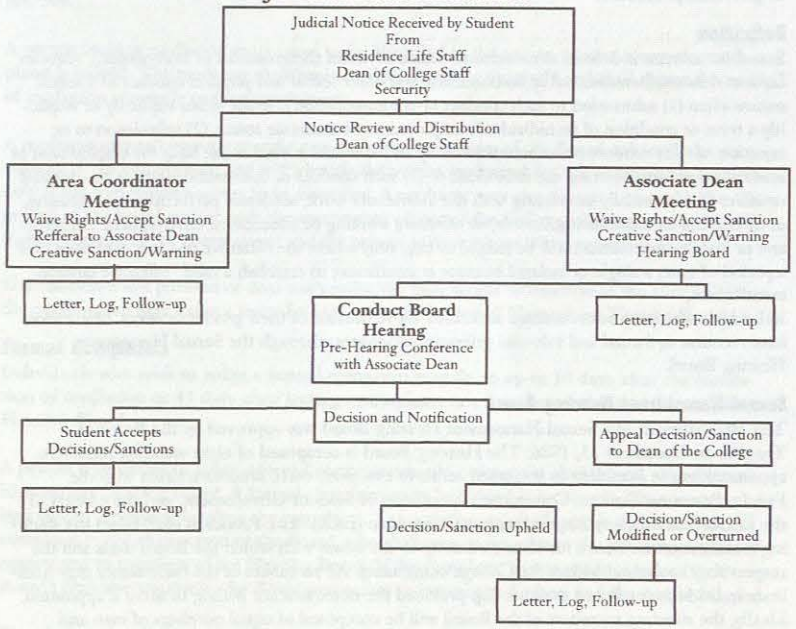
   Students on financial aid who are suspended or expelled should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

Records of judicial action are destroyed upon graduation except in instances of suspension or expulsion. These remain as a permanent part of the student's record and are described by the word conduct to distinguish them from similar action taken for academic reasons. Students are not permitted to withdraw from the College in order to avoid the recording of a judicial sanction.

No refunds are available to students who are removed from campus housing, suspended, or expelled. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must reapply for admission to the College.

End-of-Term and Summer Procedure: Violations of College policy from the last week of classes in one term through the first week of classes in the next term shall ordinarily be handled by the Associate Dean of the College or an Area Coordinator. The student charged may request a hearing by a special committee appointed by the Dean of the College, consisting of two students, one faculty member, one member of the professional or managerial staff, and one Assistant or Associate Dean of the College.

Lake Forest College
Judicial Process Flowchart



Code of Confidentiality

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Reporting

Regular reports of the decisions of the Conduct Board, Area Coordinators, and Deans should be submitted to the Stentor by the Dean of the College; these reports list charges, decisions, and sanctions but do not include names. Recommendations for the future should be submitted by these groups to the College Council.

Diversity
Individuals or committees involved in nominating candidates for positions on the Conduct Board, Drug and Alcohol Hearing Board, and the Sexual Harassment Hearing Board should strive for diversity in gender, ethnic, and racial representation.

SEXUAL HARASSMENT STATEMENT

Policy
It is the policy of Lake Forest College to maintain the College community as a place of work and study free of sexual harassment for staff, faculty, and students. The violation of this policy by members of the College community and all third-party individuals who serve the College community can result in discipline and discharge for employees; discipline and dismissal of students; and such penalties, sanctions, and impositions against other individuals or parties as may be available to the College given the nature of the contractual or business relationship that may be established with such parties or individuals.

Sexual harassment complaints may only be processed under the terms of this policy and such complaints may not be presented or processed through any other internal complaint resolution or grievance procedure.

Definition
Sexual harassment is defined as unwelcome sexual advances (heterosexual or homosexual), requests for sexual favors (heterosexual or homosexual), and other verbal and physical conduct of a sexual nature when (1) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct or communication has the purpose or effect of substantially interfering with the individual's work, academic performance, or housing, or of creating an intimidating, hostile, or offensive working or educational environment. An offensive or hostile environment will be judged to exist only where the offensive conduct continues over a period of time; a single or isolated instance is insufficient to establish a valid "offensive environment" claim.
Individuals who have been harassed as defined above because of their gender or sexual orientation have recourse to formal and informal grievance procedures through the Sexual Harassment Hearing Board.

Sexual Harassment Hearing Board
The establishment of a Sexual Harassment Hearing Board was approved by the Board of Trustees on December 13, 1986. The Hearing Board is composed of eight standing members, appointed by the President to staggered terms of two years each, after consulting with the Faculty Personnel Policies Committee, the officers of Student Government, and the officers of the Employees Advisory Representatives Committee (EAR). The President shall select the standing members of the Board for their sensitivity to the issues with which the Board deals and the respect they command within the College community. All members of the community may nominate individuals for Board membership provided the nominees are willing to serve if appointed. Ideally, the standing members of the Board will be composed of equal numbers of men and women and will include at least two students, two members of the faculty, two members of the exempt administrative staff, and two members of the non-exempt biweekly administrative staff. No more than four members of the standing Board will hear any case involving sexual harassment as designated under the section, "The Hearing." The two student Board members may only be selected to hear cases in which a student is involved as either complainant or accused. In all other cases, the Hearing Board may be selected only from the remaining six Board members. The chairperson of the Board shall be designated by the President.

Initiating a Complaint
A complaint of sexual harassment must be initiated within 180 days of the alleged harassment or culminating incident of harassment. A member of the College community may talk with any

standing member of the Board about sexual harassment. Board members will provide information about the review procedures and their possible outcomes. A Board member may encourage an individual to talk directly with the person whose behavior has given rise to the complaint. Provided the complainant agrees, a Board member may discuss a complaint with other Board members but will identify the complainant only if he or she authorizes such identification and will identify the person complained against only if the complainant agrees to be identified.

Informal Mediation
Informal mediation is an option for the complainant to pursue before deciding whether to file a formal complaint of sexual harassment.

The complainant must select a member of the standing Board to act as mediator. A Board member who judges that a complaint does not warrant mediation may decline a request to mediate. Likewise, a Board member who considers himself or herself unsuitable to act as a mediator shall identify another member of the Board for the complainant who will be willing to serve as mediator. (A Board member may decline to serve as mediator because of his or her particular relation to the person against whom the complaint is lodged, after explaining this to the complainant and obtaining permission of the complainant to talk with other standing members of the Board about the case.)

A person seeking mediation must agree to be identified to the person against whom the complaint is lodged. The mediator shall begin mediation efforts promptly and shall report the results of mediation promptly to the complainant.

A mediator may talk about a specific case with other members of the Board only with the permission of the complainant and will identify the person against whom the complaint is lodged only if the complainant agrees to be identified. A mediator may also discuss a case with the chairperson of the Board and/or with the appropriate officer of the College, although only with the mutual consent of the complainant and the person against whom the complaint is brought.

If mediation is not pursued or does not resolve the issue to the satisfaction of the complainant, the complainant may lodge a formal complaint with the Sexual Harassment Hearing Board.

Formal Complaints
Individuals who wish to lodge a formal complaint may do so up to 30 days after the conclusion of mediation or 45 days after issuing a complaint to a member of the sexual harrassment Hearing Board.

A person who wishes to lodge a formal complaint should contact the chairperson of the Sexual Harassment Hearing Board. A formal complaint must be lodged in writing and be accompanied by a signed statement detailing the complaint. The complainant shall submit the statement of complaint to the chairperson of the Board, who shall give copies of it to the person complained against and to members of the Hearing Board. If the complaint has no merit as judged by the Board's objective standards, the Board may refuse to investigate further; and the case is dropped.

The chairperson shall next provide copies of the complaint to the appropriate College officer, a complaint against a student to the Dean of the College, a complaint against a faculty member to the Dean of the Faculty, and a complaint against another employee or a third party to the Officer of the College responsible. The Officer may, upon the request of either party, try to separate the working, living, or academic arrangements of the complainant and the accused.

When a formal complaint is filed, the person accused of sexual harassment will be invited to submit a written response to the complaint. However, a formal reply is not required, and no adverse conclusions will be drawn if a formal reply is not provided. The chairperson of the Board shall give copies of the response, if any, to the complainant, the officer of the College dealing with the complaint, and to the other members of the Hearing Board.

The Hearing

The complaint shall be heard by the Sexual Harassment Hearing Board, of whom at least three must be present to constitute a hearing, including one named by the complainant, one by the individual against whom the complaint is made, one by the College's personnel officer, and the chairperson of the Hearing Board.

At the hearing, either party has the right to be accompanied by and/or represented by a counselor of his or her choosing who is a member of the College community; a counselor may advise the complainant or the accused but may not participate directly in the hearing.

The Hearing Board shall interview the parties together so that there is an opportunity to discuss all allegations. The Hearing Board shall decide what further evidence or witnesses are necessary before reaching the final determination.

The Hearing Board shall be guided by the following standard in determining whether a complaint of alleged sexual harassment has merit: the conduct complained of must be offensive to an average individual in the same or similar working environment.

Both parties shall have an opportunity to hear all witnesses and review all further evidence received by the Hearing Board. The Hearing Board shall retire to an executive session to reach its determination as to the presence of sexual harassment. It will present its findings in writing within one week of concluding its deliberations to the officer(s) of the College who supervise(s) the individual(s) involved, with copies to those individuals.

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Appropriate Discipline

The officer of the College and the Hearing Board shall together talk with both the complainant and the person against whom the complaint has been lodged. After talking with the complainant and the accused, the officer of the College in consultation with the Hearing Board shall take the action judged to be appropriate.

After acting, the officer shall prepare a written statement outlining the action taken and shall give copies of this statement to the complainant, the accused, and members of the Hearing Board.

Written records of sexual harassment complaints and the investigation of those complaints will be retained in accordance with applicable regulations, but only on a confidential basis, and will be separated from other personnel or student records. Normally, officers of the College and Board members may discuss a formal complaint identifying individuals only with other officers of the College and members of the Board, the complainant, and the person against whom the complaint is lodged. If it seems appropriate for an officer of the College or a member of the community to discuss the complaint with others, he or she may do so only with the approval of the Board.

In some cases a member of the community may choose not to lodge a complaint of sexual harassment after discussing an alleged incident with a Board member. If two such incidents involving the same person have been reported by alleged victims to the chair or members of the Sexual Harassment Hearing Board, then the chair will recommend that the appropriate college officer (President, Dean of the Faculty, Dean of the College, Vice President for Business, or Vice President for Alumni and Development) notify and advise the individual of the consequences of sexual harassment at Lake Forest College.

Annual Report on Sexual Harrassment

At the beginning of each academic year, the Board shall report on the previous year's activities. Its report shall include the number of individuals who came to Board members for help during the past year, the number of requests for mediation, the number of formal complaints that were

lodged, and the kinds of behavior that gave rise to complaints. The Board shall submit its report to the President, who shall publicize it to the College community. The report shall not mention the name of any individual or identifying details of any case.

Sexual Harassment During an Internship

Lake Forest College has been advised by its attorneys that, in the event of sexual harassment during an internship, it is unlikely that the College would have the right to assert a claim against an employer. The individual student, even though not actually employed, may have a right to assert a tort claim action based on negligence of the employer to protect the student and may have a direct tort claim against the individual committing the harassment. Should a student face this situation, he or she may wish to seek the advice of his or her own counsel.

SECTION IX: GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973. It has five objectives:

1. To provide formal ways in which student, faculty, and staff voices can be expressed and heard in matters relating to the governance of the College
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels
3. To provide a structure to make matters of cocurricular activities a concern of students, faculty, and staff
4. To develop a form of governance that will not encroach on the primary functions of students, faculty, and staff
5. To establish clarity of authority, responsibility, jurisdiction, and accountability

ARTICLE I: COLLEGE POLICIES AND PERSONNEL

A. College Council

1. Purpose:
   Provides a forum for the College's constituencies to discuss and deliberate about matters of importance to the College community. Considers and makes recommendations to the President and/or other officers of the College about issues that fall within its purview and refers other matters to the appropriate organ(s) of the College.
2. Duties:
   a. Participates in the development of the College's annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration.

      The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should he or she envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of the Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.

   b. Serves as the organ of governance that promotes and monitors on-going planning at the College.

      At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees,

the President disseminates to the campus community a statement on institutional planning priorities for the year.

When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.

c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if four voting members so request, except that those matters explicitly under the purview of other organs of the governance should be referred to those bodies for consideration by them. The Council may request to be kept informed about the result of deliberations on issues so referred.

d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.

e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.

3. Composition:

a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured and at least one tenured.

b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.

c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full-time staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)

d. The President, who chairs the Council.

e. Guests: Through the President, the Council may invite guests to attend its meetings, in order to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.

4. Procedures:

a. The Council will not ordinarily meet without the President. In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.

b. The President votes only in order to break a tie.

B. Faculty Personnel Policies Committee

1. Duties:

a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.

b. Advises the President on specific cases of promotion and tenure, through its Promotion and Tenure Subcommittee.

c. Advises the President on faculty appointments.

d. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.

f. Appoints faculty members to the College Life Committee.

g. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

h. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.

i. Advises the President on specific applications for leaves.

j. Recommends faculty members for appointment to the Conduct Board and the Drug and Alcohol Hearing Board.

2. Composition:

a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.

b. Six faculty members to be elected as follows:

(1) Promotion and Tenure Subcommittee: three full professors with tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.

(2) Should it occur that no untenured faculty member is serving on the Faculty Personnel Policies Committee or elected to it, the member elected in that year (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a nontenured faculty member to the Committee.

c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.

d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.

e. The Committee shall elect its own chairperson.

C. Environmental Issues and Concerns Advisory Committee

1. Duties:

a. Consider and recommend policies and procedures on issues relating to the College's efforts to be an ecologically sound campus.

b. Develop and implement educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.

c. Assist in the identification and correction of actions or policies that have an adverse effect on the environment.

d. Monitor and audit the College's recycling efforts, making recommendations for improvement where necessary.

2. Composition:

a. Two faculty representatives on the recommendation of the Faculty Personnel Policies Committee, one of whom shall be in the Science Division.

b. A representative from the Dean of the College Office.

c. Three students (two to be elected by the student body at large, one appointed by the Executive Committee).

d. The Director of Facilities Management.

3. Procedures:

a. The committee shall elect its own chairperson.

b. All recommendations of the committee are sent to the President who may act on those recommendations within his or her authority and pass on any other recommendations to other appropriate administrative offices.

D. Enrollment Committee

1. Duties:

a. Review at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.

b. Solicit and evaluate ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.

c. Select a set of ideas and concerns for study and for possible action during the current semester.

d. Make specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and make a report to the President and College Council by the last day of classes each semester.

2. Composition:

a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.

b. Two students, recommended by the Executive Committee of Student Government.

c. The Dean of the College, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.

3. Procedures:

a. The committee will be chaired by the faculty member with the most continuous committee seniority.

b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar's Office, Financial Aid Office, and Dean of the College Office within two weeks of the beginning of the semester. Complete detailed reports must be presented within one month of the start of the semester. It is expected that proposals from administrative offices for significant policy changes will normally be brought to the committee's attention the semester prior to their planned implementation.

c. The President shall send the committee a response each semester to the recommendations of the previous semester.

ARTICLE II: ACADEMIC LIFE

A. Academic Advisory Committees to Departments and Interdisciplinary Programs

1. Duties include advising departments and major committees on:

a. curriculum

b. appointments

c. department policies, procedures, and activities

d. academic honesty

2. Composition:

Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean's Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, religion) three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.

3. Procedures:

a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.

b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.

c. The student chairperson or department may call a meeting.

B. Academic Resources and Review Committee

1. Purpose:

Provides a forum for the consideration of the allocation of academic personnel resources and for the assessment of student learning and the performance of academic units and makes recommendations to the President, the deans, the faculty, and committees as relevant.

2. Duties:

a. Annually considers the distribution of faculty personnel resources among departments and programs within the College, based upon relevant data and a written proposal from the Dean of the Faculty, and makes a recommendation to the President.

b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments and programs and triennial reviews of the Learning and Teaching Center, Library and Information Technology Office, Writing Center, and Theatre Program. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.

c. Oversees the College's assessment process for student learning.

3. Composition:

a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.

b. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the Executive Committee by its General Assembly. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.

c. The Dean of the Faculty.

d. The Committee shall elect its own chairperson. The chairperson shall be a faculty member.

4. Special Procedures:

Should the President recommend a reduction in faculty size during the two years following, the Committee shall schedule a special annual meeting for June, to occur after the relevant meeting of the College Council. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. Curricular Policies Committee

1. Purpose:

   Discusses and formulates curricular policies and procedures and exercises oversight of curricular changes.

2. Duties:

   a. Oversees the general education requirements of the College, including their implementation and proposed changes in requirements.

   b. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.

   c. Reviews proposals for new courses.

   d. Oversees the academic calendar.

   e. Oversees academic advising.

   f. Oversees the Freshman Studies Program and the Richter Scholars Program.

   g. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.

   h. Establishes methods for regular student evaluation of courses.

3. Composition:

   a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms.

   b. Two students: for one-year terms, one appointed from the Executive Committee by its General Assembly, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.

   c. The Dean of the Faculty.

   d. The Dean of the College.

   e. The Committee shall elect its own chairperson and secretary. The chairperson shall be a faculty member.

4. Procedures:

   a. The Committee's decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the general education curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, he or she will inform the Committee of such exercise.

   b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of general education curriculum.

   c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program, in which case the matter is placed on the Committee's agenda for discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.

   d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. Academic Appeals Board

1. Duties:

   a. Rules on cases in which students appeal the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.

   b. Considers and acts on cases and appeals of academic suspension and dismissal.

   c. In extraordinary cases the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.

   d. Reports in detail to the Curricular Policies Committee at least once per term.

   e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.

2. Composition:

   a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.

   b. The Dean of the Faculty and the Registrar serve as non-voting members. The Registrar serves as secretary of the Board.

   c. The Dean of the College, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures:

   a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can be used only to clarify points made in the written appeal.

   b. The Board shall give a written reply to students, informing them of the grounds for its decision.

   c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

ARTICLE III: STUDENT LIFE

A. College Life Committee

1. Purpose:

   Provides a forum for the College's constituencies to consider issues related to College life and makes recommendations to the Dean of the College.

2. Duties:

   a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.

   b. Mediates and suggests courses of action when problems arise with the Stentor and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.

3. Composition:

   a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at-large by the Executive Committee of the General Assembly.

b. The Vice President of the General Assembly, who will serve as chair and vote only in a tie.

c. The Dean of the College, who will not vote.

d. The Director of Leadership and Community Involvement.

e. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.

f. Two members of the staff, appointed by the President, for staggered two-year terms. At least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of these appointments.)

4. Procedures:

a. All recommendations of the committee are sent to the Dean of the College, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

ARTICLE IV: STUDENT GOVERNMENT

Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

A. General Assembly

1. Duties:

a. The General Assembly shall have the right to veto a recommendation of the College Life Committee by a two-thirds vote. It shall further have the right to veto a decision of the Executive Committee by a majority vote.

b. The Assembly shall elect three of its members to serve on the Executive Committee.

2. Composition:

a. The delegates, who shall be elected on a representative basis from student constituents.

b. A representative from the Dean of the College Office, who shall be an observer.

B. Executive Committee

1. Duties:

a. Administers the affairs of Student Government.

b. Allocates the student budget.

c. Recommends students to the President of the College to serve on governance and trustee committees.

d. Makes student appointments.

e. Reports its actions to the General Assembly.

2. Composition:

a. The President, Vice President, Treasurer, and Secretary of the Student Government.

b. Three representatives elected from the General Assembly.

c. One student appointed by the Student Government President.

d. A representative of the Dean of the College Office (ex officio).

ARTICLE V: COMMUNICATION

A. Minutes of each governance committee, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to Leadership and Community Involvement (for posting), Student

Government officers, and head residents (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of the College, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President's office.

B. Each governance committee chairperson is responsible for:

1. Preparing the agenda for meetings

2. Ensuring the prompt distribution of appropriate minutes

3. Calling meetings and notifying members

C. Dissemination

1. The Librarian shall keep complete files of all committee minutes.

2. The Leadership and Community Involvement Office shall post the minutes and reports of all committees in Commons.

3. The Office of the President shall maintain an up-to-date copy of the Governance system.

4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.

5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:

a. Committee and Student Government meetings, agenda, reports, and decisions

b. Campus events

c. Statements by the President and other administrative officials

D. Reporting

Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.

E. Registration

All student organizations that identify themselves as Lake Forest College groups must register with the Leadership and Community Involvement Office.

ARTICLE VI: GENERAL PROCEDURES

A. Governance Committee Nomination and Election Details

1. Number of votes per voter on nomination ballots:

Voting faculty will be allowed to vote for up to 10 percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.

2. Eligibility for service on governance committee:

All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.

3. Number of candidates to appear on election ballot:

a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.

b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.

4. Elections to fill long- and short-term positions:

The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.

5. Person(s) elected but unable to serve:

   The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.

6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).

7. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave. A faculty member on sabbatical or other approved leave during the second year of a three-year term will serve the third year of the term.

8. Voting eligibility:

   Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Faculty elections shall take place, in order, as follows:

   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee

      No later than the second week of spring term the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.

   b. Academic Resources and Review Committee

      No later than the fourth week of spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

   c. Curricular Policies Committee

      No later than the fourth week of spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.

   d. College Council

      No later than the sixth week of spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, and who are therefore eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status, but not faculty rank, will not vote in these nominations and elections, but rather in the staff electoral process for College Council.

   e. The Remaining Members of the Faculty Personnel Policies Committee

      No later than the eighth week of spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

   f. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.

2. Procedures for Student Elections

   a. No later than the end of the eleventh week in the spring term, all nominations by petition for President, Vice President, Treasurer, and Secretary of Student Government must be presented to the Dean of the College, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the thirteenth week of the spring term.

   b. No later than the fourth week in the spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.

   c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of the College no later than the ninth week of the spring term.

   d. No later than the ninth week of the spring term, the Dean of the College (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

      Two students to the College Council

      Three student to the College Life Committee

      Two students to the Environmental Issues and Concerns Committee

   e. No later than the second week of the fall term, the Dean of the Faculty (with the assistance of the Dean of the College) shall conduct an election among members of the Academic Advisory Committees for the following positions:

      One student to the Academic Resources and Review Committee

      One student to the Curricular Policies Committee

   f. No later than the second week of the fall term, the Dean of the College (with the assistance of the Student Government officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.

   g. No later than the eleventh week of the spring term, the Executive Committee of the General Assembly shall appoint from among the members of General Assembly:

      One student to the Academic Resources and Review Committee

      One student to the Curricular Policies Committee

      And the Executive Committee shall appoint, from among the student body, one student to the College Life Committee.

   h. Nominations or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.

   i. All nomination petitions must consist of at least 25 full-time student signatures.

   j. Terms of office

      1. The President, Vice President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the spring term, shall take office following Commencement.

      2. The time between the Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.

3. Delegates to the General Assembly and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.
4. The Student Government President and Vice President shall serve as ex-officio members of the College Council and College Life Committee consistent with their elected terms of office.
5. The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.

k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.

l. Voting eligibility
1. Each full-time student may cast one vote for each position on the ballot.
2. Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.

3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics & Business	Biology
Art	Education	Chemistry
Foreign Languages	Politics	Mathematics & Computer Science
Music	History	Physics
Philosophy	Sociology & Anthropology	Psychology
Religion		

4. Procedures for Staff Elections

College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. (See Article I, Part A, Section 3c.)

a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.

b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.

c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.

d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.

e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.

f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks' time) as follows:

a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)

b. Should a vacancy occur in an elected student position on a governance committee, the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.

2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Committee of Student Government to recommend respective faculty or student appointees.

3. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

4. Subcommittees

a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.

b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.

6. The Dean of the College Office is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.

8. The President is an ex-officio member of all committees.

9. Campus Governance Institute: The Campus Governance Institute on Leadership will meet periodically during each academic year to foster effective participation by individuals (including students, faculty, staff, and administra- tors) holding appointive and elective office. Attendance is voluntary and all meetings are public. The Institute has no legislative or executive authority, existing solely for the purposes of pro- viding orientation and ongoing training for participants in the governance system. The President of the College will appoint a director of the Institute for a two-year period of service.

ARTICLE VII: RATIFICATION AND AMENDMENT PROCEDURE

A. Ratification

1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of the College.
3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
4. The Dean of the College shall announce the result of the faculty and student votes simultaneously.

B. Amendments

1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If 10 percent of the students or faculty or staff by petition maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.

3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
4. Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment and two-thirds of the faculty voting on the amendment and two-thirds of the staff voting on the amendment.

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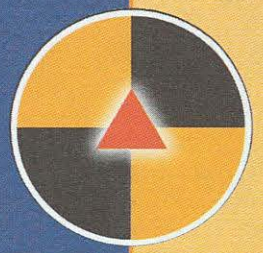

A COMPASS FOR CAMPUS™

PLANNING FOR PERSONAL SUCCESS

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PREMIER™
A FRANKLIN COVEY COMPANY

D DISCOVER

P PLAN

A ACT

FACT
A day only has 24 hours.

FACT
You need at least 7-9 hours to sleep. You also need time to eat and relax. Your time is valuable. Unless you have the proverbial memory of an elephant, you will not remember everything you need to do today, tomorrow, next month . . . Use this planner and get organized. Read the next few pages to discover how to make the most of it!

Successful students set goals to achieve ... WHAT MATTERS MOST™

Discover WHAT MATTERS MOST™

Examples: *family, independence, your fraternity or sorority, a successful career . . .*

Feeling in control starts at square one. Discover who you are. What do you value most? How do you make choices? What does your future hold? What is truly important?

Plan WHAT MATTERS MOST™

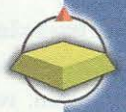
Example: *Talk to my academic advisor before November 1st.*

Time for the next step. Where do you want to be? What do you need to do to get there? Set some goals. Plan your month. Plan your week. Make it challenging . . . but be realistic!

Act UPON WHAT MATTERS MOST™

Example: *Do research for English essay today.*

Ready for some action? Plan your day. List and prioritize your tasks - important things first. Think about your purpose, roles and goals. And . . . make it happen!



DISCOVER WHAT MATTERS MOST™

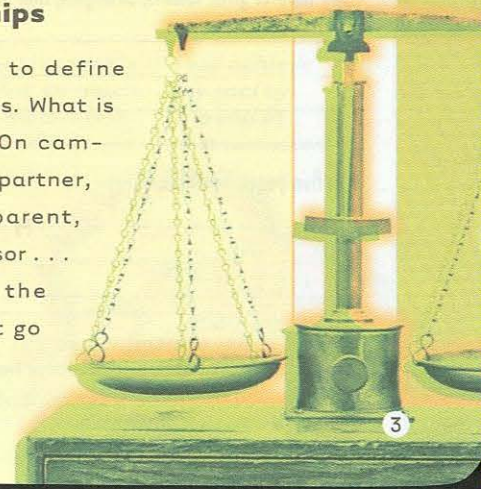
To discover what matters most, take three steps: begin with identifying your personal values. Next, determine your key roles and relationships. Then, reflect on your mission, your purpose, your hopes and dreams.

Your personal values

This is where it all starts. What is important to you? What do you value in others? How would you like to be remembered? Make a list! Then, prioritize your values and write a statement clarifying the meaning of each value for you personally. Examples of personal values: honesty, humor, patience, integrity, respect, spirituality, or fitness.

Your roles and relationships

Take a few minutes to define some of your key roles. What is your role at home? On campus? Who are you: a partner, friend, roommate, parent, mentor, learner, advisor . . . What are some of the responsibilities that go with each role?



FranklinCovey.

Your mission

Your mission is your unique purpose. It's what gives your life direction. Writing your own **mission statement** will take some deep reflection on who you are and what you would like to accomplish. Completing the phrases below will help you get started:

Some of the most important things in my life are:

My greatest moments of happiness and fulfillment are:

Some of my dreams are:

I am motivated by and passionate about:

My natural gifts, talents, strengths, and abilities include:

In five years, I will be:

Get started! Go to **www.fcPremier.com/hed/student/mission.php.** Your mission statement is constantly evolving. Revisit it regularly.

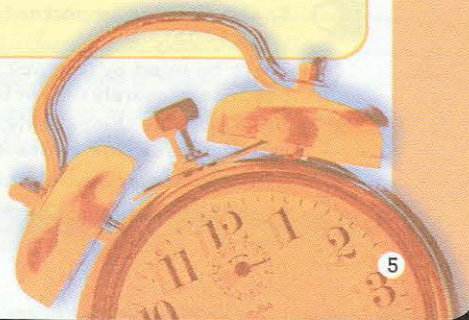
PLAN WHAT MATTERS MOST™

Plan what matters most. Set some goals! Goals are the concrete expression of what's most important to you. They help you focus your efforts. They break down a dream into specific, achievable tasks. Make your dreams come true . . .

SET GOALS, BUT REMEMBER TO MAKE THEM *SMART:*

		EXAMPLES:
S	**SPECIFIC** Specific goals state exactly what you want to accomplish. They are not vague or confusing, but clear and concise!	*I want to buy a used computer.*
M	**MEASURABLE** Measurable goals state what you want and when you want it. They enable you to measure your progress at any point along the way.	*I will save enough money to buy it before the next semester.*
A	**ACTION-ORIENTED** Action-oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals.	*I will set aside $25 each week.*
R	**REALISTIC** Realistic goals are possible. They are attainable, considering the resources and constraints relative to your situation.	*I can afford to save this money.*
T	**TIMELY** Timely goals allow reasonable time to achieve them, but not so much time that you lose focus or motivation. Timely goals have a specific deadline.	*I will achieve my goal by the end of this semester.*

"A goal is a dream with a deadline."
ANONYMOUS



Before you start planning, let's look at how you spend your time . . .

THE TIME MATRIX™

How do you spend your time? Think of your daily activities. How do you decide what to do first? The four quadrants of the Time Matrix help you categorize activities in terms of two keywords: important and urgent.

Important – Goals. Values. Activities that contribute toward your mission.

Urgent – Tasks that call for immediate attention.

Focusing on activities in quadrant 2 (important, not urgent) will help you improve your personal effectiveness.

EXAMPLES

	URGENT	NOT URGENT
IMPORTANT	**1 IMPORTANT URGENT** • Exam tomorrow • Pay phone bill today • Project due today • Roommate becomes ill	**2 IMPORTANT NOT URGENT** • Date with friend • Essay due in 30 days • Call home • Visit with academic advisor
NOT IMPORTANT	**3 NOT IMPORTANT URGENT** • Ringing phone • Unnecessary work • Trivial questions • Interruptions	**4 NOT IMPORTANT NOT URGENT** • Procrastination • Too much TV • Excessive Web surfing • Reading comic strips

FIRST THINGS FIRST™

- Spend time on important things before they become urgent (Q2).
- Don't be ruled by urgency. Never avoid important work because of merely urgent tasks.
- Do important things early. Waiting until they're urgent just increases your stress level.
- After classes, review what work needs to be completed.
- Prioritize your tasks. Complete them in that order.

LONG-RANGE GOALS

"Things which matter most must never be at the mercy of things which matter least."

GOETHE

Long-range goals are the ***basic basics***™ of planning. They are the concrete expression of your values and mission in your daily actions. Long-range goals can be personal, academic or work-related. Whatever it is, setting a goal can help you achieve it.

WHEN SETTING YOUR LONG-RANGE GOALS:

1. Remember to review what matters most to you.
2. Make sure you set ***SMART*** goals (p. 5).
3. Use the monthly planning pages to record your goals.
4. Record academic goals on the project planning or goal setting pages (p. 14–21).

MAKE IT EASY ON YOURSELF!

Break down your goals into small, intermediate tasks and work towards them one step at a time:

1. List and prioritize the intermediate steps required to complete the goals.
2. Assign a timeline to each step.
3. Determine the tasks associated with completion of each step.
4. Schedule individual tasks on the monthly and weekly pages of your planner.

MONTHLY GOALS/LONG-RANGE PLANNING

History Project (due 11/3): Complete the project at least one week before the due date so I have time to review. I will:
- make a rough outline of all the steps (10/17)
- set aside at least three hours each week

Ready to achieve your goals? Start planning . . .

WEEKLY PLANNING

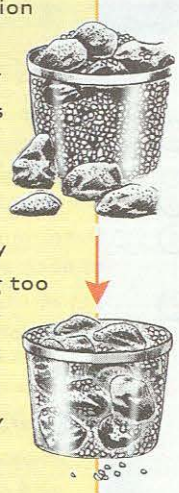
Use your weekly planning pages to record your weekly goals. Do it right at the beginning of the week. This will help you stay focused and accomplish your most important tasks. Make the weekly planning process your . . .

Habit for Success:

1. Review your values, roles, and mission. These determine ***What Matters Most***™!
2. Evaluate last week's choices. Were they in line with your values and priorities?
3. Check your monthly pages and review your long-range goals.
4. Schedule your weekly goals.

Remember . . .

Weekly goals are not typical daily action or to do items. They are your priorities, your ***big rocks***™ for the upcoming week. Weekly goals include activities such as relationship building, personal development, preparation: activities that are directly related to what matters most to you. Choose only a few big rocks for each week. Setting too many weekly goals limits your ability to focus and accomplish what you set out to do. Examples of weekly goals: *finish the Aztec report, talk to my academic advisor, go for a run at least three times this week, take Suzanne out for dinner,* or *call home.*



"First plan the big rocks, then schedule the pebbles."

ACT UPON WHAT MATTERS MOST™

This is where it all comes together. You turned your dreams into goals . . . your goals into plans . . . The next step? Make it happen!

DAILY PLANNING

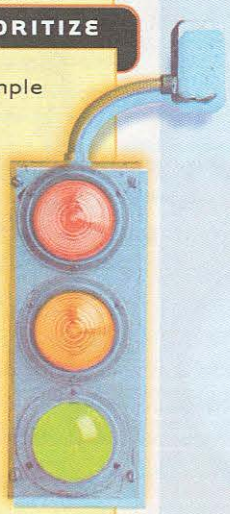
Daily planning allows you to prioritize your daily tasks and stay focused. Follow these steps to plan your day:

1. Review the previous day for any unfinished activities.
2. List your things to do for today. Be realistic!
3. Prioritize your tasks, giving each an A, B or C value.
4. Number each task to determine the order in which they will be completed.
5. Act upon your plan!

PRIORITIZE

Plan carefully! Prioritizing your tasks is a simple way of helping you focus on what matters most. For each of your tasks decide whether they are:

- (A) **Vital** — Your big rocks! Extremely important tasks that affect your weekly goals and must be done today.
- (B) **Important** — Important tasks that must be done soon. Examples: projects, class preparation, buying a birthday gift for a friend, and other time-driven (urgent) activities or personal priorities.
- (C) **Optional** — Or . . . trivial. Examples include getting a haircut, a visit to the mall, or reorganizing your bookshelves. Do these when you have some extra time.



HOW TO BEAT PROCRASTINATION

- Don't wait to do the important tasks. Start now!
- Reward yourself when you complete a task.
- Work with and encourage others. Let them encourage you.
- Be in control. Just let the phone ring!

"Never put off till tomorrow that which you can do today."
BENJAMIN FRANKLIN

Preparing for Class

- Do the assigned reading well in advance.
- Before class, take a few minutes to refresh your knowledge and review your notes from the previous class.

Reading Textbooks

- Survey the text for headings, keywords, or summaries.
- Estimate the amount of time needed to read the entire section.
- Plan to read a specific number of pages in a limited time period.
- Underline key ideas and write notes during your actual reading.
- Don't be afraid to write notes or draw arrows directly in your textbook.
- Recite the material to yourself, know what you have read.

CRITICAL THINKING:

Think Abstract! Look for key ideas, patterns, and recurring principles.

Think Creative! Find new possibilities or alternative solutions: brainstorm.

Think Objective! Distinguish between facts and opinions: what's true?

Think Precise! Organize your ideas: be clear.

Taking Notes

- Be an active listener.
- Don't write down everything.
- Listen for and record main ideas and supporting facts.
- Leave sufficient white space to allow you to add notes later on.

Remembering

- After class, quickly review your notes.
- Add explanatory notes or highlight important facts.
- Recite your notes to yourself, or teach the material to a friend.
- Apply what you're learning as soon as possible.

Studying for an Exam

- Ask your instructor what type of test it will be (essay, multiple choice).
- How long will the exam last, and how will it be graded?
- Study regularly throughout the course.
- Set up a study schedule and review all materials well before the test.
- Write out likely questions and answer them.
- Form a study group, discuss views, and quiz your partners.
- Get enough rest the night before the exam.

TAKING A MULTIPLE CHOICE TEST

- Read each question carefully.
- Before looking at the possible answers, form an answer in your mind.
- Read each possible answer carefully before making a choice.
- Watch for words such as *always, never, only,* or *except.*
- Don't change your initial answer unless you're absolutely certain it's wrong.

TAKING AN ESSAY EXAM

- Survey the entire exam and note the questions that are easy for you.
- Estimate how much time you have to answer each questions.
- Answer easier questions first to build your confidence.
- Read questions several times to ensure you understand what is being asked.
- Underline keywords such as *analyze, discuss, define,* or *describe.*
- Take a few moments to brainstorm and create a rough outline.
- Support each major idea with specific examples and detailed information.
- Remember to begin each answer with an introduction.
- Conclude by briefly summing up your answer.

PLANNING YOUR STUDIES

- Talk to an academic advisor and explore your areas of interest. One of these could become your major!
- Make a list of all your required and elective courses.
- Obtain a future course schedule from your faculty.
- Use your future planning pages (p. 22,23) to plan your courses.
- Revise your plan any time courses or requirements change.

SEMESTER/QUARTER

TIME | CLASS/LOCATION

MON

TUE

WED

THU

FRI

INSTRUCTORS / T.A.S

NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL

SEMESTER/QUARTER

TIME | CLASS/LOCATION

INSTRUCTORS / T.A.S

NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL

SEMESTER/QUARTER

TIME | CLASS/LOCATION

MON

TUE

WED

THU

FRI

INSTRUCTORS / T.A.S

NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL

SEMESTER/QUARTER

TIME | CLASS/LOCATION

INSTRUCTORS / T.A.S

NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES

INTERMEDIATE STEPS	COMPLETION DATE

NOTES

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES

INTERMEDIATE STEPS	COMPLETION DATE

NOTES

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES

INTERMEDIATE STEPS	COMPLETION DATE

NOTES

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES

INTERMEDIATE STEPS	COMPLETION DATE

NOTES

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

CLASS SCHEDULE

Most colleges and universities offer future class schedules. Obtain a copy of this schedule and list all the classes you might take in the left-hand column. Plan a tentative schedule in the center column. The right-hand column is used to record your actual schedule. As you complete the classes, record the date completed and the grade received on your Graduation Requirements Form (see p.24).

SEMESTER 1 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

SEMESTER 2 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

CLASS SCHEDULE

SEMESTER 3 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

SEMESTER 4 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

GRADUATION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS	DATE/GRADE

GENERAL EDUCATION REQUIREMENTS	DATE/GRADE

PREREQUISITES FOR MAJOR	DATE/GRADE

PREREQUISITES FOR MINOR	DATE/GRADE

REQUIREMENTS FOR MAJOR	DATE/GRADE

REQUIREMENTS FOR MINOR	DATE/GRADE

ELECTIVES	DATE/GRADE

ELECTIVES	DATE/GRADE

FINANCIAL AID

TRACKING AND MAINTAINING

FINANCIAL AID INFORMATION

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

Thinking about career planning? ... Think about your community!

Your community is one of your best resources for information on careers, finances, etc. See your academic advisor or counselor. Get informed!

Success doesn't happen by itself. Make a plan! Chart your course! The sooner you start, the sooner you will begin to achieve your goals. This guide will help you explore your career possibilities and give you some tips on reaching your destination. Enjoy the trip!

1 ASSESS YOURSELF

Employers are looking for certain skills and attitudes

Think about it:

- What interests and skills have you developed?
- What do you like best: working with people, things, or ideas?
- What goals and values have you set for yourself?

2 EXPLORE POSSIBILITIES

Interested in a few careers?

Check them out:

- Search the Web.
- Check them out firsthand by volunteering or working part-time.
- Get to know what they are all about through talking to people in a specific field, observing them at work, or visiting professional meetings. Network.
- Find out about internships, summer jobs, and other options.

Note: don't base important decisions on only one experience. Give everything a fair trial, and keep your options open.

3 INFORM YOURSELF

Investigate a variety of career paths

Know the facts:

- What qualifications are required?
- Is there room for personal and professional growth?
- Are there jobs open now?
- What's the projected growth?
- What are the working conditions?

The more knowledge you have about a chosen career, the better your decision will be.

4 PREPARE YOURSELF

Get ready. Prepare your job hunting tools

- Create a resume and cover letter.
- Contact people for references.
- Investigate companies that interest you (check the library).

Being prepared will boost your confidence for the next stage.

5 PRESENT YOURSELF

Make yourself stand out!

ON PAPER:

- Prepare a great resume.
- Create a cover letter for each company.

IN PERSON:

- Check the interview tips on the next few pages.

Components of an effective resume:

1. ***Identification:*** Full name, mailing address, telephone number.
2. ***Objective:*** Describe the kind of job you are looking for; be specific.
3. ***Education:*** School name, (expected) graduation date, GPA; special recognition for projects or awards received.
4. ***Experience:*** Describe jobs by listing name of company, job title, dates employed and duties performed. Include volunteer experiences and internships. Sometimes it is preferable to group jobs by category (such as teaching experience).
5. ***Skills:*** List basic skills and abilities as well as any special skills you may have (more suitable when you don't have much experience).
6. ***Organizations:*** Memberships and offices held in clubs show your ability to assume responsibility and work with other people.
7. ***Personal Interests:*** List any hobbies and personal interests to help give a more rounded picture of yourself as well as providing conversation topics during the interview.
8. ***References:*** State that references are available upon request or list the names and phone numbers of three or four professionals who would be glad to recommend you (make sure you get their permission first).

Preparing a professional cover letter

1. A good cover letter presents yourself: it connects your skills and experiences with specific job requirements.
2. Be sure to include the exact name and title of the person responsible for hiring.

How to complete an application form:

Fact: 75% of the applications most companies receive are messy, incomplete, completed incorrectly, or all three of these.

- Read carefully and follow directions.
- Use a black ink ballpoint pen (unless indicated otherwise).
- Do a rough copy first and correct errors before completing the actual copy.
- Answer all questions: if a question does not apply to you, write 'n/a' (not applicable) or write 'will explain during interview'.
- Be positive; do not volunteer negative experiences.
- Be honest.

How to conduct yourself in the job interview:

- Introduce yourself and be prepared to shake hands (do it firmly).
- Be well groomed, neat and clean, but don't be overdressed for the occasion.
- Listen carefully to the interviewer and answer all questions fully and honestly.
- Show your energy and enthusiasm for the job, but don't overdo it.
- Never be late for an interview. If there's some emergency situation that arises, contact the employer to explain.
- Take some deep breaths before the interview and relax yourself, physically as well as mentally. This will make you more alert during the interview.

Check our website at **www.fcPremier.com/hed** for examples of a professional resume and cover letter.

To be successful you will need many skills in the world of work. Here are a few that employers consistently say are capabilities they seek in applicants.

COMMUNICATION SKILLS

- Listen to understand others' meaning and perspective.
- Speak clearly and communicate your ideas with confidence.
- Read to gather information quickly and efficiently.
- Write clearly and effectively, keeping in mind order and structure.

THINKING SKILLS

- Think critically and evaluate situations, choices, and solutions.
- Use logic effectively in planning and problem-solving.
- Know the principles of mathematics and apply them to business purposes.
- Understand and use technology, computers, and information systems.
- Seek out and apply knowledge: research information from diverse sources.

PERSONAL QUALITIES

- Be honest, have a high degree of personal integrity and responsibility.
- Have a positive attitude, along with confidence and self-esteem.
- Be hard-working, persistent, and determined.
- Show initiative and energy.
- Demonstrate track record of setting and meeting goals.
- Possess the ability to manage time and resources efficiently.
- Understand how to set priorities and plan accordingly.
- Demonstrate accountability.
- Adapt to change ... commit to life-long learning.
- Respect diversity and difference.
- Be creative: seek new and innovative solutions.

INTERPERSONAL/TEAMWORK SKILLS

- Respect others' ideas and positions.
- Show ability to work cooperatively with team members.
- Understand and commit to corporate goals.
- Seek to develop and improve teamwork.
- Demonstrate leadership qualities.

CRITICAL SKILLS FOR LIFE AND WORK

THE Top 10

1. ANALYTICAL THINKING
2. RESEARCHING
3. ORGANIZING
4. SPEAKING
5. WRITING
6. TEAMWORK
7. MATHEMATICAL AND SCIENTIFIC REASONING
8. PERSONAL INTEGRITY
9. TECHNOLOGY SKILLS
10. CAREER PLANNING

UNITS OF MEASUREMENT

Metric system

mm	millimeter	.001 m
cm	centimeter	.01 m
dm	decimeter	.1 m
m	meter	1 m
dam	decameter	10 m
hm	hectometer	100 m
km	kilometer	1000 m

Note: Prefixes also apply to l (liter) and g (gram). Canadian preferred spelling: metre, litre.

English system

1 foot (ft)	= 12 inches (in) 1'=12"
1 yard (yd)	= 3 feet
1 mile (mi)	= 1760 yards
1 sq. foot	= 144 sq. inches
1 sq. yard	= 9 sq. feet
1 acre	= 4840 sq. yards = 43560 ft^2
1 sq. mile	= 640 acres
1 tablespoon (T)	= 3 teaspoons (t)
1 cup (c)	= 16 tablespoons
1 pint (pt)	= 2 cups
1 quart (qt)	= 2 pints
1 gallon (gal)	= 4 quarts
16 ounces (oz)	= 1 pound (lb)
1 ton	= 2000 pounds

CONVERSIONS

LENGTH / AREA

to go from	to	multiply by	to go from	to	multiply by
cm	in	0.3937	mi	km	1.609
in	cm	2.54	m^2	ft^2	10.76
m	ft	3.2808	ft^2	m^2	0.0929
ft	m	0.3048	km^2	mi^2	0.3861
km	mi	0.6214	mi^2	km^2	2.59

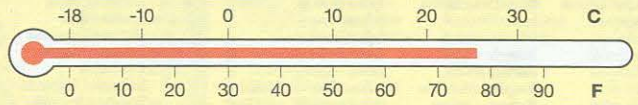
WEIGHT / CAPACITY

to go from	to	multiply by	to go from	to	multiply by
g	oz	0.0353	T	t	0.9072
oz	g	28.35	ml	fl oz	0.0338
kg	lb	2.2046	fl oz	ml	29.575
lb	kg	0.4536	l	gal	0.2642
t	T	1.1023	gal	l	3.785

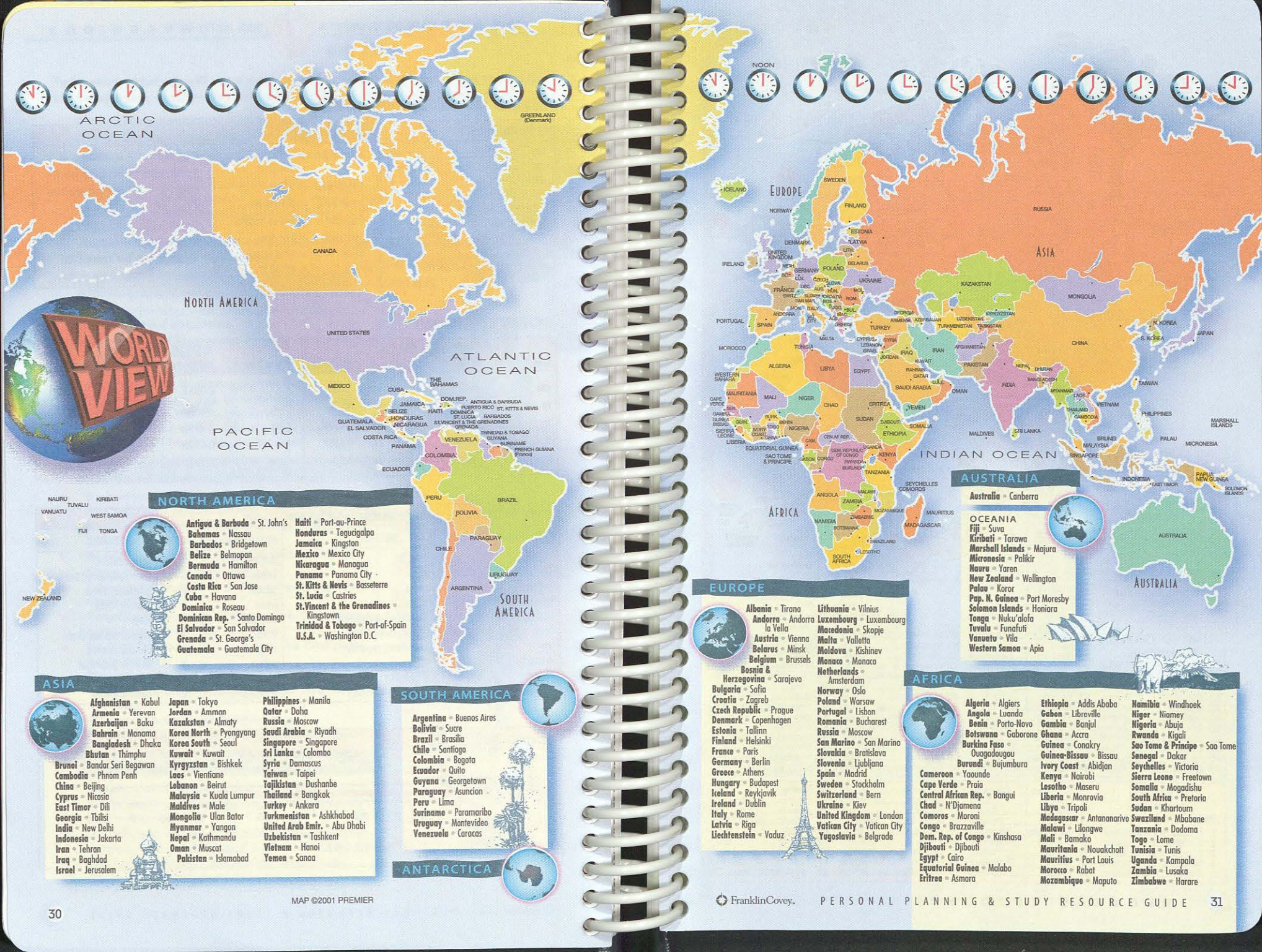
Common Units used with the International System

UNITS OF MEAS.	ABBREV.	RELATION	UNITS OF MEAS.	ABBREV.	RELATION
meter	m	length	degree Celsius	°C	temperature
hectare	ha	area	kelvin	K	thermodynamic temp.
tonne	t	mass	pascal	Pa	pressure, stress
kilogram	kg	mass	joule	J	energy, work
nautical mile	M	distance (navigation)	newton	N	force
knot	kn	speed (navigation)	watt	W	power, radiant flux
liter	L	volume or capacity	ampere	A	electric current
second	s	time	volt	V	electric potential
hertz	Hz	frequency	ohm	Ω	electric resistance
candela	cd	luminous intensity	coulomb	C	electric charge

Temperature



°C → °F: n x 1.8; add 32 °F → °C: (n-32) x 0.555



NORTH AMERICA

Antigua & Barbuda • St. John's
Bahamas • Nassau
Barbados • Bridgetown
Belize • Belmopan
Bermuda • Hamilton
Canada • Ottawa
Costa Rica • San Jose
Cuba • Havana
Dominica • Roseau
Dominican Rep. • Santo Domingo
El Salvador • San Salvador
Grenada • St. George's
Guatemala • Guatemala City
Haiti • Port-au-Prince
Honduras • Tegucigalpa
Jamaica • Kingston
Mexico • Mexico City
Nicaragua • Managua
Panama • Panama City
St. Kitts & Nevis • Basseterre
St. Lucia • Castries
St.Vincent & the Grenadines • Kingstown
Trinidad & Tobago • Port-of-Spain
U.S.A. • Washington D.C.

ASIA

Afghanistan • Kabul
Armenia • Yerevan
Azerbaijan • Baku
Bahrain • Manama
Bangladesh • Dhaka
Bhutan • Thimphu
Brunei • Bandar Seri Begawan
Cambodia • Phnom Penh
China • Beijing
Cyprus • Nicosia
East Timor • Dili
Georgia • Tbilisi
India • New Delhi
Indonesia • Jakarta
Iran • Tehran
Iraq • Baghdad
Israel • Jerusalem
Japan • Tokyo
Jordan • Amman
Kazakstan • Almaty
Korea North • Pyongyang
Korea South • Seoul
Kuwait • Kuwait
Kyrgyzstan • Bishkek
Laos • Vientiane
Lebanon • Beirut
Malaysia • Kuala Lumpur
Maldives • Male
Mongolia • Ulan Bator
Myanmar • Yangon
Nepal • Kathmandu
Oman • Muscat
Pakistan • Islamabad
Philippines • Manila
Qatar • Doha
Russia • Moscow
Saudi Arabia • Riyadh
Singapore • Singapore
Sri Lanka • Colombo
Syria • Damascus
Taiwan • Taipei
Tajikistan • Dushanbe
Thailand • Bangkok
Turkey • Ankara
Turkmenistan • Ashkhabad
United Arab Emir. • Abu Dhabi
Uzbekistan • Tashkent
Vietnam • Hanoi
Yemen • Sanaa

SOUTH AMERICA

Argentina • Buenos Aires
Bolivia • Sucre
Brazil • Brasilia
Chile • Santiago
Colombia • Bogota
Ecuador • Quito
Guyana • Georgetown
Paraguay • Asuncion
Peru • Lima
Suriname • Paramaribo
Uruguay • Montevideo
Venezuela • Caracas

ANTARCTICA

EUROPE

Albania • Tirana
Andorra • Andorra la Vella
Austria • Vienna
Belarus • Minsk
Belgium • Brussels
Bosnia & Herzegovina • Sarajevo
Bulgaria • Sofia
Croatia • Zagreb
Czech Republic • Prague
Denmark • Copenhagen
Estonia • Tallinn
Finland • Helsinki
France • Paris
Germany • Berlin
Greece • Athens
Hungary • Budapest
Iceland • Reykjavik
Ireland • Dublin
Italy • Rome
Latvia • Riga
Liechtenstein • Vaduz
Lithuania • Vilnius
Luxembourg • Luxembourg
Macedonia • Skopje
Malta • Valletta
Moldova • Kishinev
Monaco • Monaco
Netherlands • Amsterdam
Norway • Oslo
Poland • Warsaw
Portugal • Lisbon
Romania • Bucharest
Russia • Moscow
San Marino • San Marino
Slovakia • Bratislava
Slovenia • Ljubljana
Spain • Madrid
Sweden • Stockholm
Switzerland • Bern
Ukraine • Kiev
United Kingdom • London
Vatican City • Vatican City
Yugoslavia • Belgrade

AUSTRALIA

Australia • Canberra

OCEANIA

Fiji • Suva
Kiribati • Tarawa
Marshall Islands • Majura
Micronesia • Palikir
Nauru • Yaren
New Zealand • Wellington
Palau • Koror
Pap. N. Guinea • Port Moresby
Solomon Islands • Honiara
Tonga • Nuku'alofa
Tuvalu • Funafuti
Vanuatu • Vila
Western Samoa • Apia

AFRICA

Algeria • Algiers
Angola • Luanda
Benin • Porto-Novo
Botswana • Gaborone
Burkina Faso • Ouagadougou
Burundi • Bujumbura
Cameroon • Yaounde
Cape Verde • Praia
Central African Rep. • Bangui
Chad • N'Djamena
Comoros • Moroni
Congo • Brazzaville
Dem. Rep. of Congo • Kinshasa
Djibouti • Djibouti
Egypt • Cairo
Equatorial Guinea • Malabo
Eritrea • Asmara
Ethiopia • Addis Ababa
Gabon • Libreville
Gambia • Banjul
Ghana • Accra
Guinea • Conakry
Guinea-Bissau • Bissau
Ivory Coast • Abidjan
Kenya • Nairobi
Lesotho • Maseru
Liberia • Monrovia
Libya • Tripoli
Madagascar • Antananarivo
Malawi • Lilongwe
Mali • Bamako
Mauritania • Nouakchott
Mauritius • Port Louis
Morocco • Rabat
Mozambique • Maputo
Namibia • Windhoek
Niger • Niamey
Nigeria • Abuja
Rwanda • Kigali
Sao Tome & Principe • Sao Tome
Senegal • Dakar
Seychelles • Victoria
Sierra Leone • Freetown
Somalia • Mogadishu
South Africa • Pretoria
Sudan • Khartoum
Swaziland • Mbabane
Tanzania • Dodoma
Togo • Lome
Tunisia • Tunis
Uganda • Kampala
Zambia • Lusaka
Zimbabwe • Harare

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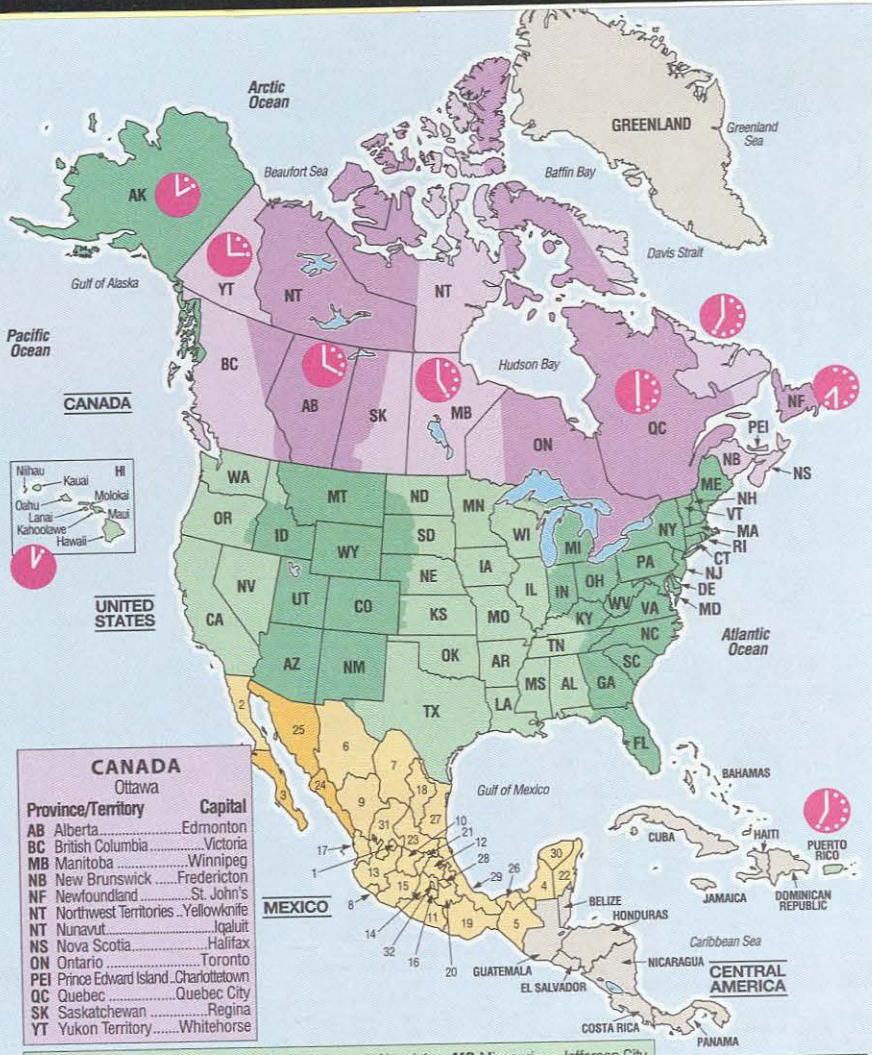


CANADA

Ottawa

Province/Territory		Capital
AB	Alberta	Edmonton
BC	British Columbia	Victoria
MB	Manitoba	Winnipeg
NB	New Brunswick	Fredericton
NF	Newfoundland	St. John's
NT	Northwest Territories	Yellowknife
NT	Nunavut	Iqaluit
NS	Nova Scotia	Halifax
ON	Ontario	Toronto
PEI	Prince Edward Island	Charlottetown
QC	Quebec	Quebec City
SK	Saskatchewan	Regina
YT	Yukon Territory	Whitehorse

UNITED STATES

Washington, D.C.

State		Capital
AL	Alabama	Montgomery
AK	Alaska	Juneau
AZ	Arizona	Phoenix
AR	Arkansas	Little Rock
CA	California	Sacramento
CO	Colorado	Denver
CT	Connecticut	Hartford
DE	Delaware	Dover
FL	Florida	Tallahassee
GA	Georgia	Atlanta
HI	Hawaii	Honolulu
ID	Idaho	Boise
IL	Illinois	Springfield
IN	Indiana	Indianapolis
IA	Iowa	Des Moines
KS	Kansas	Topeka
KY	Kentucky	Frankfort
LA	Louisiana	Baton Rouge
ME	Maine	Augusta
MD	Maryland	Annapolis
MA	Massachusetts	Boston
MI	Michigan	Lansing
MN	Minnesota	St. Paul
MS	Mississippi	Jackson
MO	Missouri	Jefferson City
MT	Montana	Helena
NE	Nebraska	Lincoln
NV	Nevada	Carson City
NH	New Hampshire	Concord
NJ	New Jersey	Trenton
NM	New Mexico	Santa Fe
NY	New York	Albany
NC	North Carolina	Raleigh
ND	North Dakota	Bismarck
OH	Ohio	Columbus
OK	Oklahoma	Oklahoma City
OR	Oregon	Salem
PA	Pennsylvania	Harrisburg
RI	Rhode Island	Providence
SC	South Carolina	Columbia
SD	South Dakota	Pierre
TN	Tennessee	Nashville
TX	Texas	Austin
UT	Utah	Salt Lake City
VT	Vermont	Montpelier
VA	Virginia	Richmond
WA	Washington	Olympia
WV	West Virginia	Charleston
WI	Wisconsin	Madison
WY	Wyoming	Cheyenne
PR	Puerto Rico	San Juan

MEXICO

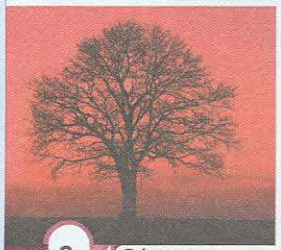
Mexico City

	State	Capital
1	Aguascalientes	Aguascalientes
2	Baja California Norte	Mexicali
3	Baja California Sur	La Paz
4	Campeche	Campeche
5	Chiapas	Tuxtla Gutiérrez
6	Chihuahua	Chihuahua
7	Coahuila	Saltillo
8	Colima	Colima
9	Durango	Durango
10	Guanajuato	Guanajuato
11	Guerrero	Chilpancingo
12	Hidalgo	Pachuca
13	Jalisco	Guadalajara
14	Mexico	Toluca
15	Michoacan	Morelia
16	Morelos	Cuernavaca
17	Nayarit	Tepic
18	Nuevo León	Monterrey
19	Oaxaca	Oaxaca
20	Puebla	Puebla
21	Querétaro	Querétaro
22	Quintana Roo	Chetumal
23	San Luis Potosi	San Luis Potosi
24	Sinaloa	Culiacán
25	Sonora	Hermosillo
26	Tabasco	Villahermosa
27	Tamaulipas	Ciudad Victoria
28	Tlaxcala	Tlaxcala
29	Veracruz	Jalapa
30	Yucatán	Mérida
31	Zacatecas	Zacatecas
32	Federal District	Mexico City

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6 CIVIC HOLIDAY (Can.)	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

SEPTEMBER / 2001

One person of integrity can make a difference.
ELIE WIESEL



SEPTEMBER

Discover your self

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Eating special "low-fat" foods may not always be your healthiest choice. Often, they contain the same amount of calories. Even if they don't, the perception of being low-fat –and therefore healthier– leads people to eat more than they otherwise would, with obvious consequences.

SUNDAY	MONDAY	TUESDAY
26	27	28
2	3 LABOR DAY (USA) LABOUR DAY (Can.)	4
9	10	11
16	17	18 ROSH HASHANAH
23/30	24	25

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27 YOM KIPPUR	28	29

OCTOBER / 2001

May you live as long as you want, and never want as long as you live!
ANON.

OCTOBER
Plan
in solitude

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: For decades, cigarette companies have been implying that if you use their product, you will obtain some kind of personal freedom. Ironically, any person who smokes can tell you that there is no sense of freedom when you are addicted to nicotine. Keep your body a 'smoke-free zone' instead!

SUNDAY	MONDAY	TUESDAY
30	1	2
7	8 COLUMBUS DAY (USA) THANKSGIVING DAY (Can.)	9
14	15	16
21	22	23
28	29	30

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3

FranklinCovey

NOVEMBER / 2001

It is only possible to live happily ever after on a day-to-day basis.
MARGARET BONANNO

NOVEMBER

Do...

smile

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: It is only natural that you spend a lot of time doing the things you enjoy and are good at, but if you limit your interests, you limit your circle of acquaintances. Expand your horizons; try playing a different sport, taking up a new musical instrument, or joining an interesting club.

SUNDAY	MONDAY	TUESDAY
28	29	30
4	5	6
11 VETERANS' DAY (USA) REMEMBRANCE DAY (Can.)	12	13
18	19	20
25	26	27

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3
7	8	9	10
14	15	16	17
21	22 THANKSGIVING DAY (USA)	23	24
28	29	30	1

FranklinCovey

DECEMBER / 2001

Sports do not build character. They reveal it.
HEYWOOD BROUN

DECEMBER

Discover

teamwork

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Not all foods are created equal — some are grown, and some are manufactured. Try to eat unprocessed foods as much as possible. Unprocessed foods are generally higher in fiber, lower in fat and cholesterol, and … they're often cheaper, too!

SUNDAY	MONDAY	TUESDAY
25	26	27
2	3	4
9	10 HANUKKAH	11
16	17	18
23/30	24/31	25 CHRISTMAS DAY

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1
5	6	7	8
12	13	14	15
19	20	21	22
26 BOXING DAY (Can.)	27	28	29

JANUARY / 2002

The miracle is this – the more we share, the more we have.
LEONARD NIMOY

JANUARY

Plan for success

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: How you choose to exercise depends on what kind of results you want to get. If you want to build muscle, work out often. Staggering your exercises – legs one day, arms the next – is often recommended. For general fitness, however, total body workouts three times a week might be just what you need.

SUNDAY	MONDAY	TUESDAY
30	31	1 NEW YEAR'S DAY
6	7	8
13	14	15
20	21 MARTIN LUTHER KING, JR. DAY (USA)	22
27	28	29

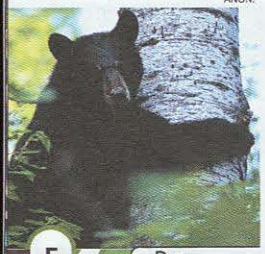
MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31	1	2

FranklinCovey.

FEBRUARY / 2002

A hug is a great gift – one size fits all, and it's easy to exchange.
ANON.



FEBRUARY

Do...

reflect

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: The common cold is one of the most widespread health problems. But you don't generally catch it from the air, when people sneeze. Usually, a cold is transmitted by touch – from hand to hand. The best way to avoid catching one yourself is to wash your hands regularly.

SUNDAY	MONDAY	TUESDAY
27	28	29
3	4	5
10	11	12
17	18 PRESIDENTS' DAY (USA)	19
24	25	26

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	1	2

FranklinCovey.

Let's not concentrate on disabilities, let's focus on abilities.
RICK HANSEN

MARCH

Discover

opportunities

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: As Fran Lebowitz said, "Food is an important part of a balanced diet." Did you know that your body needs about fifty substances to keep it healthy? Some of the lesser known substances include selenium, phosphorus, folic acid, niacin and molybdenum. Eat well and live fit.

SUNDAY	MONDAY	TUESDAY
24	25	26
3	4	5
10	11	12
17	18	19
24/31 EASTER	25	26

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28 PASSOVER	29 GOOD FRIDAY	30

APRIL / 2002

The people do not make the land, it is the land that makes the people.
MOHAWK PROVERB

APRIL — Plan for time-out

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Do you feel tired often? If so, try these:
1) Get more sleep.
2) Eat healthy foods high in carbohydrates.
3) Have fun! Enjoy yourself once in a while.
If nothing helps, see a physician.

SUNDAY	MONDAY	TUESDAY
31	1	2
7	8	9
14	15	16
21	22	23
28	29	30

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
1	2	3	4

FranklinCovey.

MAY / 2002

I am not afraid of storms for I am learning how to sail my ship.
LOUISA MAY ALCOTT

MAY

Do...

venture out

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Sunburn is exactly that: a burn. Therefore, you should limit your exposure to the sun, or use good sunblock lotion. Repeated sunburns, particularly severe ones, greatly increase your risk of skin cancer.

SUNDAY	MONDAY	TUESDAY
28	29	30
5	6	7
12 MOTHER'S DAY	13	14
19	20 VICTORIA DAY (Can.)	21
26	27 MEMORIAL DAY (USA)	28

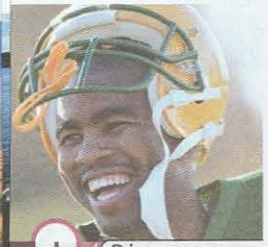
MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

FranklinCovey.

JUNE / 2002

There is no duty we so much underrate as the duty of being happy.
R.L. STEVENSON



JUNE

Discover the rainbow

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Check out the local pool or community rec center in your area with your friends, or find some there. You may be surprised what fitness activities can do for your body — and your mind!

SUNDAY	MONDAY	TUESDAY
26	27	28
2	3	4
9	10	11
16 FATHER'S DAY	17	18
23/30	24	25

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

JULY 2002

You can't have everything. Where would you put it?
STEVEN WRIGHT

JULY

Plan

look ahead

PRIORITIES:

AUGUST 2002

Do good and don't worry to whom.
MEXICAN PROVERB

AUGUST

Do...

speak up

PRIORITIES:

SUNDAY	MONDAY	TUESDAY
30	1 CANADA DAY	2
7	8	9
14	15	16
21	22	23
28	29	30
28	29	30
4	5 CIVIC HOLIDAY (Can.)	6
11	12	13
18	19	20
25	26	27

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 INDEPENDENCE DAY	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

FUTURE PLANNING

SEPTEMBER • 2002

OCTOBER • 2002

NOVEMBER • 2002

DECEMBER • 2002

JANUARY • 2003

FEBRUARY • 2003

MARCH • 2003

APRIL • 2003

MAY • 2003

JUNE • 2003

First Connection- Pre-Orientation

WEDNESDAY
22
AUGUST

First Connection- Pre-Orientation

THURSDAY
23

Fir onnection- Pre-Orientation

FRIDAY
24

Reflection: *How am I going to celebrate my successes this week?*

SATURDAY
25

Ne tudent Orientation

Lake Forest College

The final forming of a person's character lies in their own hands.
ANNE FRANK

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	**27**	**28**	**29**	**30**	**31**	

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

You will learn most effectively when you work hard and have fun at the same time.

SUNDAY **26**

New Student Orientation

MONDAY **27**

New Student Orientation

TUESDAY **28**

New Student Orientation

WEDNESDAY **29**

Registration

New Student Orientation

Freshman Studies Chicago Experience, Blackstone & Harlan Gates 9am-3pm

THURSDAY **30**

First Day of Classes

Second City Chicago Trip Blackstone & Harlan Gates 6-11pm

FRIDAY **31**

Activities Fair, Outside Commons 11:30am-1:30pm

Music Department Open House Lily Reid Holt Chapel, 7pm

Great Drive-In Movie, Middle Campus 9pm

SATURDAY **1**

Reflection: *Who are my role models? Why?*

LFC Women's Soccer hosts Cardinal Stretch University, 2:00pm- Scrimmage

Chicago Trip II, Blackstone & Harlan Gates 10am-6pm

Bad habits are like chains that are too light to feel until they are too heavy to carry.
WARREN BUFFET

SEPTEMBER

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Find something of personal interest in every class you take.

SUNDAY **2**

MONDAY **3**

Labor Day

Classes Held

TUESDAY **4**

LFC Men's Soccer hosts North Central College, 4:30pm

LFC Volleyball hosts Lake Forest Triangular vs. Benedictine University (IL), 6:00pm, and North Central College, 8:00pm

WEDNESDAY **5**

THURSDAY **6**

Theatre: Garrick Players Open House

LFC Volleyball @ Elmhurst Tournament, TBA

FRIDAY **7**

Reflection: *Which positive contributions did I make this week ?*

Theatre: Audition Workshop

LFC Men's Soccer hosts Knox College, 4:00pm

LFC Women's Soccer hosts Knox College, 2:00pm

Community Service Activity Commons, 12-5pm

SATURDAY **8**

Doing more things faster is no substitute for doing the right things.
STEPHEN R. COVEY

SEPTEMBER

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	**10**	**11**	**12**	**13**	**14**	**15**
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUCCESS TIP:

Who is responsible for you becoming an educated person? Look in the mirror.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 9

Grandparents Day

Interact: Creating Community: Time Management Skills - Nollen 3rd Floor Lounge, 7pm

MONDAY 10

Theatre: Auditions - Rocky Horror Picture Show

Red and Black Community Forum Blackstone 115, 4pm

TUESDAY 11

Theatre: Auditions - Rocky Horror Picture Show

LFC Volleyball hosts UW-Whitewater, 7pm

WEDNESDAY 12

Delores Hayden, Professor of Architecture, Urbanism, and American Studies - Ruth Winter Lecture, McCormick Auditorium "The Past, Present, and Future of American Suburbs"

Theatre: Auditions - Rocky Horror Picture Show

Last Day of Permissible Registration Changes

LFC Women's Soccer hosts North Central College, 4:30pm

THURSDAY 13

FRIDAY 14

LFC Volleyball @ Illinois Wesleyan Tournament, TBA

Reflection: *Would I take a stand for what I believe in?*

SATURDAY 15

Theatre: Improv Workshop

LFC Football hosts Monmouth College 1:30pm

LFC Cross Country @ Grinnell College: Les Duke Invitational

LFC Volleyball @ Illinois Wesleyan Tournament, TBA

LFC Women's Tennis hosts Knox College, 10am

Life is a succession of making choices and education will help you make wise ones.
MARY EMMA WOOLLEY

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	**18**	**19**	**20**	**21**	**22**
23	24	25	26	27	28	29
30						

SUCCESS TIP:

Work hard, be persistent, and pay attention to details.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **16**

Interact: Creating Community: Read Faster and Retain More - Deerpath Hall Lounge, 7pm

LFC Men's Soccer hosts St. Norbert College, 3:00pm

LFC Women's Soccer hosts St. Norbert College, 1:00pm

MONDAY **17**

Citizenship Day

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY **18**

Rosh Hashanah

LFC Men's Soccer @ Carroll College (WI), 4:30pm

Diversity Circle

WEDNESDAY **19**

LFC Women's Soccer @ Carroll College (WI), 4pm

LFC Women's Tennis @ Beloit College, 3pm

THURSDAY **20**

LFC Volleyball @ Judson College, 7:30pm

FRIDAY **21**

Reflection: *When am I feeling most -and truly- relaxed?*

SATURDAY **22**

LFC Football @ Grinnell College 1:30pm

First Day of Autumn

LFC Cross Country @ Carthage College: Carthage Invitational

LFC Men's Soccer @ Carthage College, 5pm

LFC Women's Soccer @ Carthage College, 7:00pm

My great concern is not whether you have failed, but whether you are content with your failure.
ABRAHAM LINCOLN

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	**24**	**25**	**26**	**27**	**28**	**29**
30						

SUCCESS TIP:

Education is about cooperation, not competition. Join a serious study group.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **23**

Interact: Creating Community: Improving Your Writing Skills - Deerpath Hall Lounge, 7pm

LFC Men's Soccer @ Aurora University (IL), 1:00pm

MONDAY **24**

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY **25**

LFC Women's Soccer hosts University of Chicago, 4:30pm

Intercultural Advisory Council Piersons, 12pm

WEDNESDAY **26**

LFC Men's Soccer @ Benedictine University (IL), 4:30pm

LFC Volleyball @ University of Chicago, 7pm

THURSDAY **27**

Yom Kippur

FRIDAY **28**

LFC Volleyball @ Midwest Conference Crossover Tournament - Beloit College, TBA

SATURDAY **29**

Reflection: *How committed was I with my plans to reach my goals?*

LFC Men's Soccer hosts Grinnell College, 1:30pm

LFC Women's Soccer hosts Grinnell College, 11am, Parents' Day

That which we obtain too easily, we esteem too lightly.
THOMAS PAINE

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Write down assignments, dates and times. Save your brains for important tasks - like thinking.

SUNDAY **30**

SEPTEMBER

LFC Men's Soccer @ Beloit College, 3pm

LFC Women's Soccer @ Beloit College, 1pm

MONDAY **1**

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY **2**

Theatre: Plasticene Theatre Movement Workshop

WEDNESDAY **3**

THURSDAY **4**

LFC Volleyball @ Elmhurst College, 7:30pm

LFC Women's Soccer @ Concordia University (WI), 4:00pm

FRIDAY **5**

LFC Cross Country @ Benedictine University (IL): Eagle Invitational

SATURDAY **6**

Reflection: *What have I done to help others this week?*

LFC Football: Ripon College - HOME 1:30pm

LFC Men's Soccer @ Illinois College, 3:00pm

LFC Volleyball hosts Forester International, TBA, Parents Day

LFC Women's Soccer @ Illinois College, 1:00pm

It is neither wealth nor splendor; but tranquility and occupation which give happiness.
THOMAS JEFFERSON

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5	6
7	**8**	**9**	**10**	**11**	**12**	**13**
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Establish a regular study routine. Study at the same time for the same duration at the same place.

SUNDAY 7

Interact: Creating Community: Critical Thinking - Nollen 3rd Floor Lounge, 7pm

LFC Men's Soccer @ Monmouth College (IL), 1pm

LFC Women's Soccer @ Monmouth College (IL), 11:00am

MONDAY 8

Columbus Day

Canadian Thanksgiving

Semana Latina

Theatre: Auditions- Student-Directed One-Acts

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY 9

Semana Latina

Theatre: Auditions- Student-Directed One-Acts

LFC Volleyball hosts Monmouth College (IL), 7pm, Homecoming

WEDNESDAY 10

Semana Latina

National Coming Out Day

Warning Grade Reports Due

THURSDAY 11

Semana Latina

LFC Volleyball @ Augustana College, 7:30pm

FRIDAY 12

Semana Latina

LFC Cross Country: Forester Homecoming Invite @ LFC

SATURDAY 13

Reflection: *Do I follow through on my promises?*

Semana Latina

LFC Football hosts Lawrence College, 1:30p

LFC Men's Soccer hosts UW-Whitewater, 2pm, Homecoming

LFC Women's Soccer hosts UW-Whitewater, 12pm Homecoming/Alumni Game

One who does not look ahead remains behind.
BRAZILIAN PROVERB

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	**15**	**16**	**17**	**18**	**19**	**20**
21	22	23	24	25	26	27
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Use your minutes wisely! A tremendous amount of work can be done during small breaks.

SUNDAY 14

Semana Latina

MONDAY 15

Interact: Creating Community: How to Give a Presentation - Nollen 3rd Floor Lounge, 7:30pm

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY 16

Bosses Day

LFC Men's Soccer @ North Park University, 3:30pm

LFC Volleyball hosts Wheaton College (IL), 7:00pm

LFC Women's Soccer hosts Aurora University, 4:00pm

WEDNESDAY 17

THURSDAY 18

LFC Volleyball @ Knox College, 7:00pm

FRIDAY 19

Reflection: *Is my life in balance?*

Start of Mid-Semester Break

LFC Cross Country: Lake Forest Invitational @ LFC

LFC Men's Soccer hosts Lawrence University, 3pm, Parents Day

LFC Volleyball hosts Illinois College, 1pm

LFC Women's Soccer hosts Lawrence University, 1pm, Senior Dav

SATURDAY 20

The nearest way to glory is to strive to be what you wish to be thought to be.
SOCRATES

Lake Forest College

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	**22**	**23**	**24**	**25**	**26**	**27**
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Communicate clearly, concisely, and courteously. Practice it; seek feedback!

SUNDAY 21

LFC Men's Soccer @ Ripon College, 3pm

LFC Women's Soccer @ Ripon College, 1pm

MONDAY 22

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY 23

End of Mid-Semester Break

LFC Volleyball hosts Carthage College, 7pm, Senior Night

United Nations Day

WEDNESDAY 24

THURSDAY 25

LFC Women's Soccer @ Midwest Conference Tournament, Site, teams, and times TBA

FRIDAY 26

Reflection: *Did I accomplish all the things I wanted to do this week?*

SATURDAY 27

LFC Football @ St. Norbert College, 1:30p

LFC Cross Country @ Grinnell College: Midwest Conference Championships

LFC Men's Soccer hosts Kendall College, 1pm, Senior Day

LFC Volleyball @ Grinnell College, 12pm

Knowledge, if stored away and not put into use, may corrode in time.
EVA ARRINGTON

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	**29**	**30**	**31**			

SUCCESS TIP:

With multiple choice questions, use a process of elimination. Cross off all wrong answers: the correct choice will be left.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **28**

Daylight Savings Ends

MONDAY **29**

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY **30**

Intercultural Advisory Council Piersons, 12pm

Halloween

WEDNESDAY **31**

Theatre: Rocky Horror Picture Show, 8pm

THURSDAY **1**

NOVEMBER

Family Weekend

Theatre: Rocky Horror Picture Show, 8pm

Last Day for Approved Withdrawal from a course with automatic "W"

LFC Men's Hockey hosts College of St. Scholastica, 7:30pm

LFC Men's Soccer - Midwest Conference Tournament, Sites, Teams, and Times TBA

LFC Volleyball @ Midwest Conference Championship Tournament, Carroll College (WI), Sites, Teams, Times TBA

FRIDAY **2**

Reflection: *Am I in charge of my life?*

Family Weekend

Theatre: Rocky Horror Picture Show, 2pm

LFC Football: Knox College - HOME 1:00pm

LFC Men's Hockey hosts UW-Superior, 7:30pm

SATURDAY **3**

Victory belongs to the most persevering.
NAPOLEON BONAPARTE

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	**5**	**6**	**7**	**8**	**9**	**10**
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUCCESS TIP:

Trust: you build it slowly but can lose it quickly. Avoid losing the trust of friends - you may never get it back.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **4**

Family Weekend

Interact: Creating Community: Tips for the Aspiring Plagiarist - Nollen 3rd Floor Lounge, 7pm

MONDAY **5**

Native American Awareness Week

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY **6**

Election Day

Native American Awareness Week

WEDNESDAY **7**

Native American Awareness Week

THURSDAY **8**

Native American Awareness Week

Theatre: Rocky Horror Picture Show, 8pm

FRIDAY **9**

Native American Awareness Week

Theatre: Rocky Horror Picture Show, 8pm

LFC Men's Hockey @ UW-Eau Claire, 7pm

LFC Women's Hockey hosts Hamline University, 7:30pm

SATURDAY **10**

Reflection: *Do others see me as a can-do person?*

Theatre: Rocky Horror Picture Show, 2pm

LFC Football hosts Carroll College (WI), 1pm

LFC Cross Country @ Augustana College (IL): NCAA Midwest Regional Championships

LFC Women's Hockey hosts Hamline University, 7:30pm

He who does not hope to win has already lost.
JOSE JOAQUIN OLMEDO

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	**13**	**14**	**15**	**16**	**17**
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUCCESS TIP:

Never neglect your health, either physical or mental. Never sacrifice health for any other advantage.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 11

Veterans' Day

MONDAY 12

Red & Black Community Forum
Blackstone 115, 4pm

TUESDAY 13

WEDNESDAY 14

THURSDAY 15

FRIDAY 16

LFC Handball: Illinois Handball Association Men's Contenders @ LFC

LFC Men's Hockey @ Gustavus Adolphus College, 7pm

LFC Women's Basketball hosts Forester Tip-off Tournament, LFC vs. Illinois Institute of Technology, 8pm

LFC Women's @ UW- Superior, 7:30pm

SATURDAY 17

Reflection: *If I could plan my destiny, what would it look like?"*

Theatre: Children's Theatre Workshop

LFC Handball: Illinois Handball Association Men's Contenders @ LFC

LFC Women's Basketball hosts Forester Tip-off Tournament, Consolation Game, 1:00pm Championship Game, 3:00pm

The greatest test of courage on earth is to bear defeat without losing heart.
ROBERT GREEN INGERSOLL

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	**20**	**21**	**22**	**23**	**24**
25	26	27	28	29	30	

SUCCESS TIP:

What's most important to do today? Do it first.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 18

MONDAY 19

LFC Men's Basketball hosts UW-River Falls, 7pm

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY 20

LFC Women's Basketball hosts Concordia University (IL), 7pm

WEDNESDAY 21

Beginning of Thanksgiving Break

THURSDAY 22

Thanksgiving Day

LFC Men's Hockey hosts Marian College (WI), 7:30pm

LFC Women's Basketball @ UW-Oshkosh Tournament, Lake Forest College vs. North Park University, 7pm

LFC Women's Hockey @ Bethel College, 7pm

FRIDAY 23

Reflection: *Do I follow or do I lead?*

LFC Men's Basketball hosts the Midwest Challenge - Game

LFC Men's Hockey @ Marian College (WI), 7:30pm

LFC Women's Basketball @ UW-Oshkosh Tournament, Consolation Game, 12pm Championship Game 2pm

LFC Women's Hockey @ Bethel College, 3:30pm

SATURDAY 24

All things are difficult before they are easy.
ITALIAN PROVERB

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26**	**27**	**28**	**29**	**30**	

SUCCESS TIP:

Before you research an essay topic, define its scope. Don't waste time researching unnecessary information!

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 25

End of Thanksgiving Break

MONDAY 26

Red & Black Community Forum
Blackstone 115, 4pm

TUESDAY 27

Intercultural Advisory Council
Piersons, 12pm

WEDNESDAY 28

LFC Men's Basketball @ Concordia University (IL), 7pm

THURSDAY 29

LFC Handball: Milwaukee Classic @ West Allis, WI

LFC Men's Hockey hosts UW- River Falls, 7:30pm

LFC Women's Hockey @ UW- River Falls, 7:30pm

FRIDAY 30

Reflection: *Who needs some special attention next week?*

SATURDAY 1

LFC Handball: Milwaukee Classic @ West Allis, WI

LFC Men's Basketball @ Milwaukee School of Engineering, 3pm

LFC Men's Hockey hosts UW-Stout, 7:30pm

LFC Women's Basketball hosts Illinois College, 2pm, Parents Day

We treat this world of ours as though we had a spare in the trunk.
AL BERNSTEIN

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Take a 10 minute break for every 50 minutes of work. Stretch and exercise a little to keep yourself fresh.

SUNDAY 2

First Day of Advent

LFC Handball: Milwaukee Classic @ West Allis, WI

MONDAY 3

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY 4

LFC Women's Basketball hosts Monmouth College (IL), 6pm

WEDNESDAY 5

LFC Men's Basketball hosts Monmouth College (IL), TBA

THURSDAY 6

Theatre: Student- Directed One-Acts, 8pm

FRIDAY 7

Theatre: Student- Directed One-Acts, 8pm

LFC Handball: Illinois Handball Association Womens' Singles @ LFC

LFC Men's Hockey hosts Bethel College, 7:30pm

SATURDAY 8

Reflection: *In which quadrant do I spend my time?*

Theatre: Student- Directed One-Acts, 2pm

LFC Handball: Illinois Handball Assoc. Womens' Singles @ LFC

LFC Men's Hockey hosts Hamline University, 7:30pm

LFC Women's Hockey hosts UW-Stevens Point, 2:00pm

It is only possible to live happily ever after on a day-to-day basis.
MARGARET BONNANO

DECEMBER

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SUCCESS TIP:

Balance extracurricular activities with academics. Don't try to do too much - it will negatively affect your grades.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **9**

LFC Women's Hockey hosts UW-Stevens Point, 2pm

MONDAY **10**

Hanukkah

TUESDAY **11**

Last Day of Classes

LFC Men's Basketball Hosts University of Chicago, 8pm

LFC Women's Basketball hosts University of Chicago, 6pm

WEDNESDAY **12**

Reading Day

THURSDAY **13**

Reading Day

FRIDAY **14**

Final Exams

SATURDAY **15**

Reflection: *What matters most to me?*

Final Exams

Character is much easier kept than recovered.
ANONYMOUS

DECEMBER

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30	31					

SUCCESS TIP:

Planning for retirement? Plan it after the work's done...

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **16**

Reading Days

MONDAY **17**

Final Exams

TUESDAY **18**

WEDNESDAY **19**

Beginning of Winter Break

THURSDAY **20**

Winter Begins

FRIDAY **21**

Reflection: *What are the important things to accomplish next week?*

SATURDAY **22**

Age is something that doesn't matter unless you are a cheese.
BILLIE BURKE

DECEMBER

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30	31					

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Spend five minutes imagining your ideal future. Doing well in your education will help you make it a reality.

SUNDAY **23**

MONDAY **24**

TUESDAY **25**

Christmas Day

Kwanzaa

WEDNESDAY **26**

THURSDAY **27**

FRIDAY **28**

Reflection: *What would I risk for success?*

SATURDAY **29**

Forgiveness is the key to action and freedom.
HANNAH ARENDT

JANUARY

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SUCCESS TIP:

Learn your learning style. Do you learn best when listening, when looking/reading, or when trying/acting?

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY
30
DECEMBER

MONDAY
31
DECEMBER

TUESDAY
1
New Year's Day

WEDNESDAY
2

THURSDAY
3

LFC Men's Hockey @ Concordia University (MN), 7pm

FRIDAY
4

Reflection: *Is my study space organized or cluttered?*

LFC Men's Basketball @ Knox College, 4pm

LFC Men's Hockey @ St. John's University (MN), 7pm

LFC Women's Basketball Knox College @ Knox College, 2pm

SATURDAY
5

The secret of getting ahead is getting started.
SALLY BERGER

JANUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Working through word problems? Sketch them out - you'll solve them faster.

SUNDAY 6

MONDAY 7

TUESDAY 8

LFC Men's Basketball hosts Illinois College, 7pm

WEDNESDAY 9

THURSDAY 10

FRIDAY 11

LFC Men's Basketball @ Beloit College, 8pm

LFC Men's Hockey @ California Amateur Hockey Association Tounament, Teams, Pairings, and Times TBA

LFC Women's Basketball @ Beloit College, 6pm

LFC Women's Hockey hosts UW-Eau Claire, 7:30pm

SATURDAY 12

Reflection: *How do I handle peer pressure?*

LFC Men's Basketball Hosts Ripon College, 4pm

LFC Men's Hockey @ California Amateur Hockey Association Tounament, Teams, Pairings, and Times TBA

LFC Women's Basketball hosts Ripon College, 2pm

LFC Women's Hockey hosts UW-Eau Clair, 2pm

In the race for quality, there's no finish line.
ANONYMOUS

JANUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

What's your future career? Try different things to discover your aptitude and interest. Blaze your trail!

SUNDAY 13

End of Winter Break

MONDAY 14

Registration

TUESDAY 15

First Day of Classes

WEDNESDAY 16

THURSDAY 17

FRIDAY 18

LFC Handball: Winter Blast @ Bannockburn, IL

LFC Men's Basketball @ St. Norbert College, 7:30pm

LFC Men's Hockey hosts St. Norbert College, 7:30pm

LFC Women's Basketball @ St. Norbert College, 5:30pm

LFC Women's Hockey @ UW-Stevens Point, 7:30pm

SATURDAY 19

Reflection: *Do people hear and understand my true intentions?*

Intercultural Visit Weekend

LFC Handball: Winter Blast @ Bannockburn, IL

LFC Men's Basketball @ Lawrence University, 4pm

LFC Men's Hockey @ St. Norbert College, 7pm

LFC Women's Basketball @ Lawrence University, 2pm

Humor is the shock absorber of life; it helps us take action.
PEGGY NOONAN

JANUARY

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SUCCESS TIP:

Get involved in class. You learn more when you contribute to the topic being discussed.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **20**

Intercultural Visit Weekend

MONDAY **21**

Martin Luther King, Jr. Day

Celebr-Asian Week

Theatre: Auditions: Lady Windmere's Fan

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY **22**

Celebr-Asian Week

Theatre: Auditions: Lady Windmere's Fan

WEDNESDAY **23**

Celebr-Asian Week

THURSDAY **24**

Celebr-Asian Week

FRIDAY **25**

Celebr-Asian Week

LFC Handball: Sweet Sixteen @ LFC

LFC Men's Basketball hosts Carroll College (WI), 7:30pm

LFC Men's Hockey @ UW-Superior, 7pm

LFC Women's Basketball hosts Carroll College (WI), 5:30pm

LFC Women's Hockey hosts UW-Superior, 7:30pm

Reflection: *What compliments have I given?... received?*

SATURDAY **26**

Celebr-Asian Week

LFC Handball: Sweet Sixteen @ LFC

LFC Men's Basketball hosts St. Norbert College, 4pm

LFC Women's Basketball hosts St. Norbert College, 2:00pm

LFC Women's Hockey hosts UW-Superior, 2:00pm

The mind ought sometimes to be diverted, that it may return the better to thinking.
PHAEDRUS

JANUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Learn more by asking questions: What's important here? How does this fit in? What doesn't make sense? Why?

SUNDAY **27**

Celebr-Asian Week

MONDAY **28**

Last Day for Permissible Registration Changes

Red & Black Community Forum Balckstone 115, 4pm

TUESDAY **29**

Intercultural Advisory Council Piersons, 12pm

LFC Men's Basketball @ Monmouth College (IL), TBA

LFC Women's Basketball @ Monmouth College (IL), 6:00pm

WEDNESDAY **30**

THURSDAY **31**

Deadline for Study Abroad Applicatications

LFC Men's Hockey hosts UW-Stevens Point, 7:30pm - Peter Taylor Award Presentation, Parents' Night

LFC Women's Basketball @ Ripon College, 5:30pm

LFC Women's Hockey @ UW- Eau Claire, 7:05pm

FRIDAY **1**

FEBRUARY

Reflection: *What victories can I celebrate this week?*

Theatre: Stage Combat Workshop

LFC Men's Basketball hosts Beloit College, 4:00pm

LFC Men's Hockey hosts UW- Eau Claire, 7:30p - Alumni Day/Game, Senior Night

LFC Women's Basketball hosts Beloit College, 2:00pm

SATURDAY **2**

Groundhog Day

The wisest mind has something yet to learn.
GEORGE SANTAYANA

FEBRUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Character is the ability to stand true to your convictions. Are you a person of character?

SUNDAY 3

MONDAY 4

Theatre: Auditions- Playrights in Progress, The Blue Room

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY 5

Theatre: Auditions- Playrights in Progress, The Blue Room

WEDNESDAY 6

LFC Men's Basketball @ Illinois College, TBA

LFC Women's Basketball @ Illinois College, 6pm

THURSDAY 7

FRIDAY 8

LFC Handball: Bloomingdale Men's and I.H.A. Women's Doubles @ Bloomingdale, IL

LFC Men's Hockey @ UW Stout, 7pm

LFC Women's Hockey hosts UW-River Falls, 7:30pm

SATURDAY 9

Reflection: *How well do I prioritize my tasks?*

LFC Handball: Bloomingdale Men's and I.H.A. Women's Doubles @ Bloomingdale, IL

LFC Men's Basketball hosts Knox College, 4pm

LFC Women's Basketball hosts Knox College, 2pm, Alumni Day

LFC Women's Hockey hosts UW-River Falls, 2pm, Senior Day and Parents Day

Lake Forest College

My personal hobbies are reading, listening to music, and silence.
EDITH SITWELL

FEBRUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

What is the one thing you most want to learn? Figure it out. Then go learn it!

SUNDAY 10

Christopher Mojekwu Annual Dinner
Mojekwu Lounge, 6pm

MONDAY 11

Red & Black Community Forum
Blackstone 115, 4pm

TUESDAY 12

Chinese New Year

Abraham Lincoln's Birthday

LFC Women's Hockey hosts St. Mary's University (MN), 7pm

LFC Women's Basketball hosts Trinity International University (IL), 7pm

LFC Women's Hockey hosts St. Mary's University (MN), 7pm

WEDNESDAY 13

Ash Wednesday

THURSDAY 14

Valentine's Day

LFC Men's Hockey - Northern Collegiate Hockey Association Tournament, Pairings, Sites, and Times, TBA (Through March 2)

FRIDAY 15

Reflection: *Do I tend to keep quiet or am I more vocal?*

SATURDAY 16

Theatre: Voice and Diction Workshop

LFC Men's Basketball hosts Grinnell College, 1pm

LFC Women's Basketball hosts Grinnell College, 3pm, Senior Day

May you live as long as you want, and never want as long as you live!
BIRTHDAY TOAST

FEBRUARY

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24	25	26	27	28		

SUCCESS TIP:

Committing information to memory requires concentration and motivation. Staring blankly at some text won't cut it.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **17**

MONDAY **18**

Presidents' Day

Red & Black Community Forum
Blackstone 115, 4pm

TUESDAY **19**

WEDNESDAY **20**

LFC Handball: Intercollegiates @ College Station, TX (Hosted by Texas A&M University)

THURSDAY **21**

Men's Basketball Midwest Conference Tournament - Sites, teams, and times TBD

LFC Women's Hockey at NCHA Playoff Semifinals , Sites, seeds, times TBA

George Washington's Birthday

FRIDAY **22**

Reflection: *Are what I say and what I do in sync?*

LFC Women's Basketball @ Midwest Conference Championship Tournament Site, Four Teams and Times TBA

LFC Women's Hockey at NCHA Playoff Semifinals , Sites, seeds, times TBA

LFC Men's Tennis vs. Alma College (@Albion), 9am
@ Albion College, 1pm

SATURDAY **23**

It matters not what you are thought to be, but what you are.
ANONYMOUS

FEBRUARY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Be proactive! Pre-schedule a weekly hour of study and review for each class you're taking.

SUNDAY 24

LFC Women's Basketball @ Midwest Conference Championship Tournament Site, Four Teams and Times TBA

MONDAY 25

Warning Grade Reports Due
Red & Black Community Forum
Blackstone 115, 4 pm

TUESDAY 26

Intercultural Advisory Council
Piersons, 12pm

WEDNESDAY 27

Theatre: Lady Windemere's Fan, 8pm

THURSDAY 28

Theatre: Lady Windemere's Fan, 8pm

LFC Women's Hockey NCHA Playoff Finals, TBA

FRIDAY 1

MARCH

Reflection: *How do I treat others? Am I respectful?*

SATURDAY 2

Theatre: Lady Windemere's Fan, 2pm

LFC Women's Hockey NCHA Playoff Finals, TBA

Always do right...it will gratify some and astonish the rest.
MARK TWAIN

MARCH

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SUCCESS TIP:

On a multiple choice test, look for 'partner choices,' answers which are opposites. Often, one of them will be correct.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **3**

Music Lyric

MONDAY **4**

Red & Black Community Forum
Blackstone 115, 4pm

TUESDAY **5**

WEDNESDAY **6**

THURSDAY **7**

FRIDAY **8**

SATURDAY **9**

Reflection: *Do I try to impress people? If so, how has it worked?"*

Beginning of Mid-semester break

Spring Break Community Service Trip

LFC Men's Tennis - Spring Trip to Phoenix, AZ, TBA (Through 3/16)

Reach high, for stars lie hidden in your soul. Dream deep, for every dream preceded the goal.
PAMELA VAULL STARR

MARCH

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

The purpose of writing is clear communication. That's why proper spelling, grammar, and punctuation are important.

SUNDAY **10**

MONDAY **11**

TUESDAY **12**

WEDNESDAY **13**

THURSDAY **14**

FRIDAY **15**

SATURDAY **16**

Reflection: *Do people seek my advice?*

You don't have to be great to start, but you have to start to be great.
JOE SABAH

MARCH

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Learn how to learn. Keep your interest high, your anxiety low, and approach each subject with enthusiasm.

SUNDAY **17** — St. Patricks Day

End of Mid-semester break

MONDAY **18**

TUESDAY **19**

Spring Begins

WEDNESDAY **20**

Theatre: Playrights in Progress, 8pm

THURSDAY **21**

Theatre: Playrights in Progress, 8pm

FRIDAY **22**

Reflection: *What am I doing to keep myself healthy?*

Theatre: Playrights in Progress, 2pm

SATURDAY **23**

Peace cannot be kept by force. It can only be achieved by understanding.
ALBERT EINSTEIN

MARCH

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31						

SUCCESS TIP:

Demand top performance from yourself. If you don't think you can do it, who will?

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **24** — Palm Sunday

Performance of Playrights in Progress at Victory Gardens Theatre, Chicago

MONDAY **25**

PRIDE Week

Last Day for Approved Withdrawl from a Course with an automatic "W"

Red & Black Community Forum Blackstone 115, 4pm

TUESDAY **26**

PRIDE Week

Intercultural Advisory Council Piersons, 12pm

PRIDE Week — WEDNESDAY **27**

PRIDE Week — Passover — THURSDAY **28**

PRIDE Week — Good Friday — FRIDAY **29**

Reflection: *Where is my compass pointed? How do I get there?* — SATURDAY **30**

PRIDE Week

LFC Men's Tennis hosts St. Norbert College, 9am, Lawrence University, 12pm

Life itself, the phenomenon of life, the gift of life, is so breathtakingly serious.
BORIS PASTERNAK

APRIL

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SUCCESS TIP:

Be smart. Seek help when you need it. Everyone does from time to time.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY — Easter

31

MARCH

PRIDE Week

MONDAY

1

April Fool's Day

International Week

Greek Week

Red & Black Community Forum Blackstone 115, 4pm

LFC Men's Tennis hosts Dominican University (IL), 3:30pm

TUESDAY

2

International Week

Greek Week

International Week

Greek Week

WEDNESDAY

3

International Week

Greek Week

LFC Men's Tennis hosts University of Chicago, 3pm

THURSDAY

4

International Week

Greek Week

Collage Magazine Reading and Reception, 5pm, Glen Rowan

LFC Men's Tennis hosts Trinity International University(IL), 3pm

FRIDAY

5

Reflection: *Am I learning from my past mistakes?*

International Week

Greek Week

Theatre: Theatre Workshop

LFC Men's Tennis hosts Beloit College, 12pm, Carroll College (WI), 3pm

SATURDAY

6

The more you praise and celebrate your life, the more there is in life to celebrate.
OPRAH WINFREY

Lake Forest College

APRIL

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28	29	30				

SUCCESS TIP:

Take responsibility for your actions and your life . . . who else will?

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 7

Daylight Savings Begins

International Week
Jewish Awareness Week

MONDAY 8

Jewish Awareness Week

Red & Black Community Forum
Blackstone 115, 4pm

TUESDAY 9

Jewish Awareness Week

Lake Forest College Student Symposium

LFC Men's Tennis @ University of St. Francis (IL), 3pm

Jewish Awareness Week

WEDNESDAY 10

Jewish Awareness Week

THURSDAY 11

Jewish Awareness Week

FRIDAY 12

Reflection: *Am I set in my ways?*

SATURDAY 13

No man ever does as much today as he is going to do tomorrow.
BOB EDWARDS

APRIL

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28	29	30				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Develop your won't power: I won't waste time, I won't procrastinate, I won't . . .

SUNDAY 14

MONDAY 15

Tax Day

Red & Black Community Forum
Blackstone 115, 4pm

TUESDAY 16

WEDNESDAY 17

Theatre: The Blue Room, 8pm

THURSDAY 18

Theatre: The Blue Room, 8pm

Collage Readings Glen Rowan, 5pm-7pm

FRIDAY 19

Reflection: *Who can I thank this week?*

Theatre: The Blue Room, 2pm

LFC Men's Tennis @ Carthage College, 12pm, vs. UW- Oshkosk (@Carthage), 3pm

SATURDAY 20

In soloing - as in other activities - it is far easier to start something than it is to finish it.
AMELIA EARHART

APRIL

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SUCCESS TIP:

Use your time wisely. Always carry a text book or something that you can do while waiting.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **21**

MONDAY **22**

Earth Day

Red & Black Community Forum
Blackstone115, 4pm

TUESDAY **23**

LFC Men's Tennis @ Wheaton College (IL), 3pm

Secretaries Day

WEDNESDAY **24**

THURSDAY **25**

FRIDAY **26**

Reflection: *Why am I here?*

LFC Men's Tennis @ Midwest Conderence Division Quadrangular - Knox College

SATURDAY **27**

You've got your whole life to do something, and that's not very long.
ANI DIFRANCO

APRIL

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Listening skills are as important as speaking skills. When's the last time you practiced listening?

SUNDAY **28**

LFC Men's Tennis @ Midwest Conderence Division Quadrangular - Knox College

MONDAY **29**

TUESDAY **30**

Last Day of Classes
Intercultural Advisory Council Piersons, 12pm

Reading Day

WEDNESDAY **1**

MAY

Reading Day

THURSDAY **2**

Final Exams

LFC Men's Tennis @ Midwest Conference Team Championship Tournament, TBA @ Madison, WI; TBA

Orthodox Holy Friday

FRIDAY **3**

Reflection: *What's the last good book I read?*

SATURDAY **4**

Final Exams

LFC Men's Tennis @ Midwest Conference Singles Championship Tournament, TBA @ Madison, WI; TBA

Those whom we support hold us up in life.
MARIE VON EBNER ESCHENBACH

MAY

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WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

If you don't care where you're going, any road will do. If you do care, which path will you choose?

SUNDAY 5

Reading Day

LFC Men's Tennis @ Midwest Conference Doubles Championship Tournament, TBA @ Madison, WI; TBA

MONDAY 6

Final Exams

TUESDAY 7

Final Exams

Final Exams

WEDNESDAY 8

THURSDAY 9

FRIDAY 10

Reflection: *What's the last good show I saw?*

Commencement

SATURDAY 11

There is as much dignity in tilling a field as in writing a poem.
BOOKER T. WASHINGTON

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	**13**	**14**	**15**	**16**	**17**	**18**
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUCCESS TIP:

Writing a paper? First organize your ideas, then organize your essay.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **12** — Mother's Day

MONDAY **13**

TUESDAY **14**

WEDNESDAY **15**

THURSDAY **16**

FRIDAY **17**

Reflection: *What's my learning style?*

SATURDAY **18** — Arm Forces Day

Do not fear going forward slowly; fear only to stand still.
CHINESE PROVERB

MAY

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	**20**	**21**	**22**	**23**	**24**	**25**
26	27	28	29	30	31	

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Don't try to be the first to hand in a test. Spend extra time checking and double-checking your work.

SUNDAY **19**

MONDAY **20**

TUESDAY **21**

WEDNESDAY **22**

THURSDAY **23**

FRIDAY **24**

Reflection: *What's my mission in life?*

SATURDAY **25**

When you come right down to it, the secret of having it all is loving it all.
DR. JOYCE BROTHERS

MAY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	**27**	**28**	**29**	**30**	**31**	

SUCCESS TIP:

Studying something new? First look for patterns of meaning, then check the details.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **26**

MONDAY **27** Memorial Day

TUESDAY **28**

WEDNESDAY **29**

THURSDAY **30**

FRIDAY **31**

Reflection: *Is there anything that's controlling me? Does it spell t-r-o-u-b-l-e?*

SATURDAY **1**

Goal setting is the strongest human force for self motivation.
PAUL MEYER

Lake Forest College

JUNE

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Whether you're preparing a speech or an essay, save the best for last.

SUNDAY **2**

MONDAY **3**

TUESDAY **4**

WEDNESDAY **5**

THURSDAY **6**

FRIDAY **7**

SATURDAY **8**

Reflection: *What have I done for my career prep?*

No matter how far you have gone on the wrong road, turn back.
TURKISH PROVERB

JUNE

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

By working cooperatively you can accomplish much more than you could ever achieve on your own.

SUNDAY **9**

MONDAY **10**

TUESDAY **11**

WEDNESDAY **12**

THURSDAY **13**

FRIDAY **14**

Reflection: *Do I take responsibility for my actions ?*

SATURDAY **15**

There is no such thing as a minor lapse of integrity.
TOM PETERS

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	**18**	**19**	**20**	**21**	**22**
23	24	25	26	27	28	29
30						

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Knowing how to say "No" can be one of your most valuable skills. To what kinds of things should you to say "No"?

SUNDAY **16** — Father's Day

MONDAY **17**

TUESDAY **18**

WEDNESDAY **19**

THURSDAY **20**

FRIDAY **21** — Summer Begins

SATURDAY **22**

Reflection: *What can I do if someone ignores me?*

The amount of sleep required by the average person is about five minutes more.
MAX KAUFFMANN

JUNE

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	**24**	**25**	**26**	**27**	**28**	**29**
30						

SUCCESS TIP:

Review, review, review: we forget up to 60% of what we learn - unless we review it.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **23**

MONDAY **24**

TUESDAY **25**

WEDNESDAY **26**

THURSDAY **27**

FRIDAY **28**

SATURDAY **29**

Reflection: *Where are my keys?*

Without enthusiasm there is no progress in the world.
WOODROW WILSON

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUCCESS TIP:

Schedule time for work and play: both are equally important.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

30

JUNE

MONDAY

1

TUESDAY

2

WEDNESDAY

3

Independence Day

THURSDAY

4

FRIDAY

5

Reflection: *Do I need to improve on my 'won't power'?*

SATURDAY

6

Our aspirations are our responsibilities.
ANONYMOUS

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Anything of value requires great effort. Believe you can succeed. Be willing to pay the price.

SUNDAY **7**

MONDAY **8**

TUESDAY **9**

WEDNESDAY **10**

THURSDAY **11**

FRIDAY **12**

Reflection: *Am I interested, and am I interesting ...?"*

SATURDAY **13**

The key to success isn't much good until one discovers the right lock to insert it in.

TEHYI HSIEH

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	**15**	**16**	**17**	**18**	**19**	**20**
21	22	23	24	25	26	27
28	29	30	31			

SUCCESS TIP:

What's your best time of the day? That's when you're capable of your best work.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **14**

MONDAY **15**

TUESDAY **16**

WEDNESDAY **17**

THURSDAY **18**

FRIDAY **19**

Reflection: *Do I spend my free time the way I would like?*

SATURDAY **20**

Don't go through life, grow through life.
ERIC BUTTERWORTH

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	**22**	**23**	**24**	**25**	**26**	**27**
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

What's your best time of the day? That's when you're capable of your best work.

SUNDAY **21**

MONDAY **22**

TUESDAY **23**

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

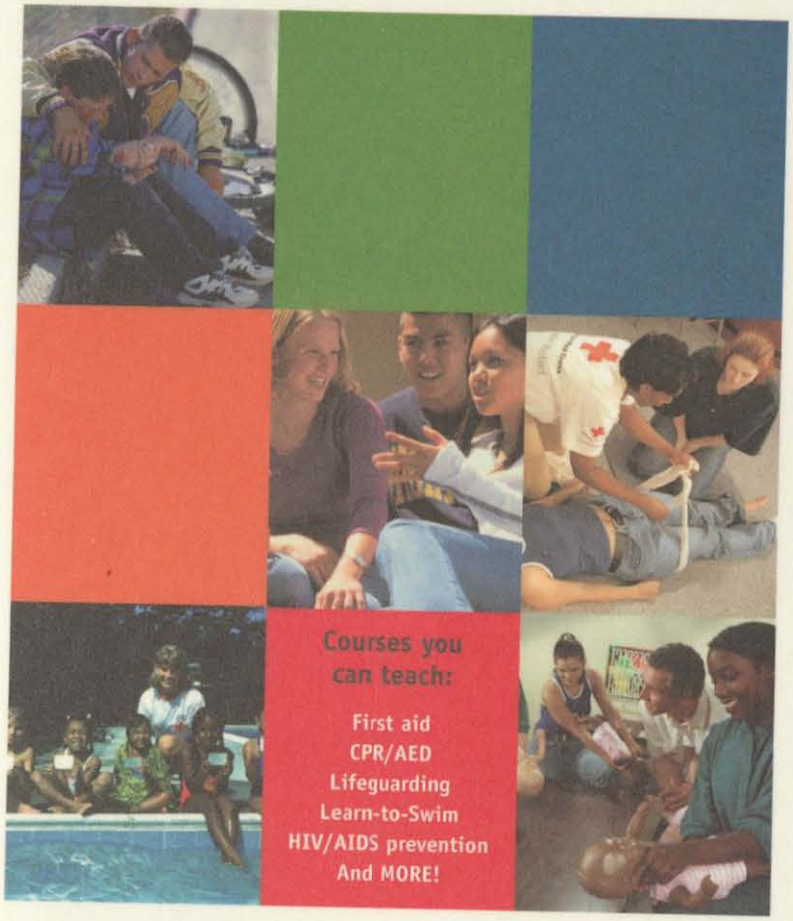
You're on your way, when you plan your day.™

SCHEDULE *(Use pencil to allow for possible changes.)*

DAY					

NOTES

Have You Saved a Life Today?



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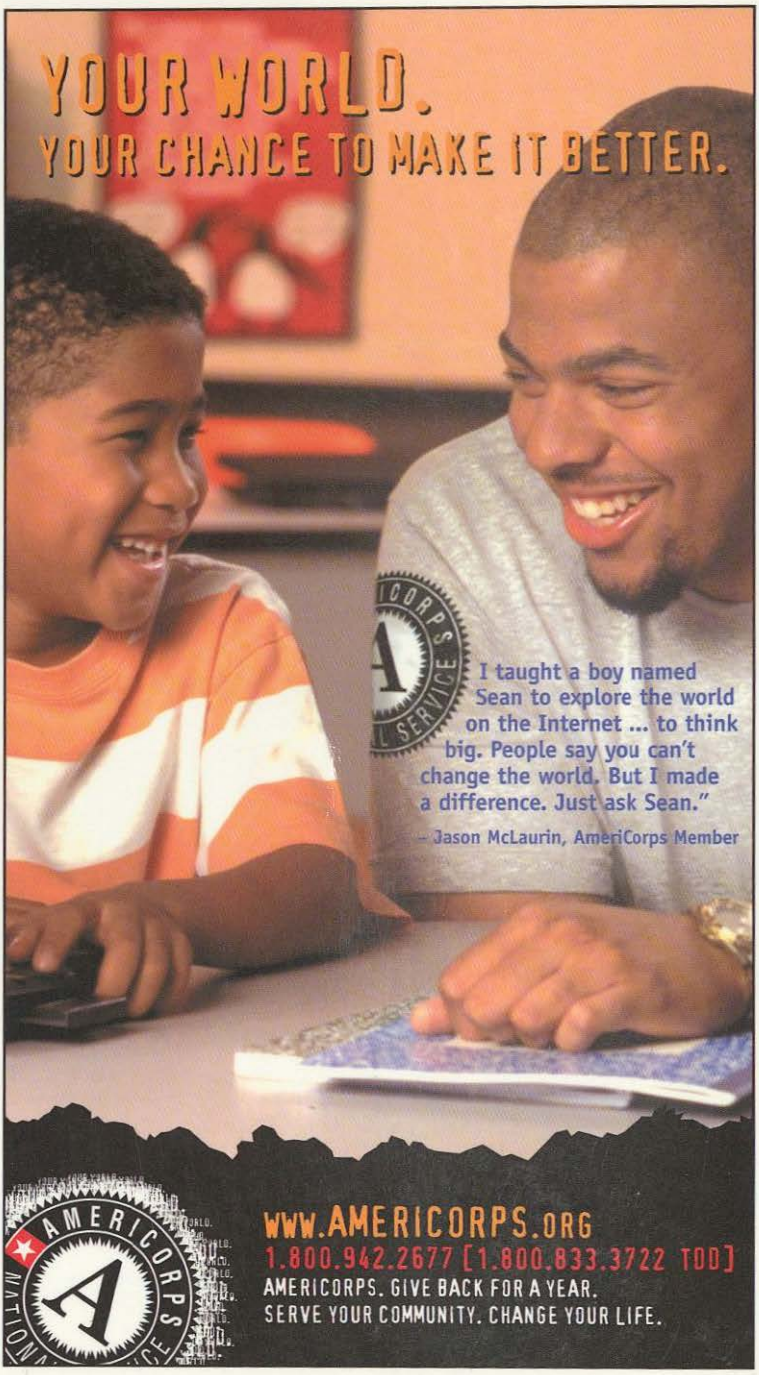
American Red Cross

Together, we can save a life


YOUR WORLD.
YOUR CHANCE TO MAKE IT BETTER.
I taught a boy named Sean to explore the world on the Internet ... to think big. People say you can't change the world. But I made a difference. Just ask Sean."
– Jason McLaurin, AmeriCorps Member
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